MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 10, 1992

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 10, 1992 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mrs. Russell
Mrs. Chilton	Mrs. Sloan
Mr. Moss	Mr. Smith
Mrs. Reynolds	Mr. Stewart

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Dr. Bannerot, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Chilton, seconded by Mrs. Russell, and unanimously carried, the Minutes of the July 10, 1992 annual board meeting were approved as mailed.

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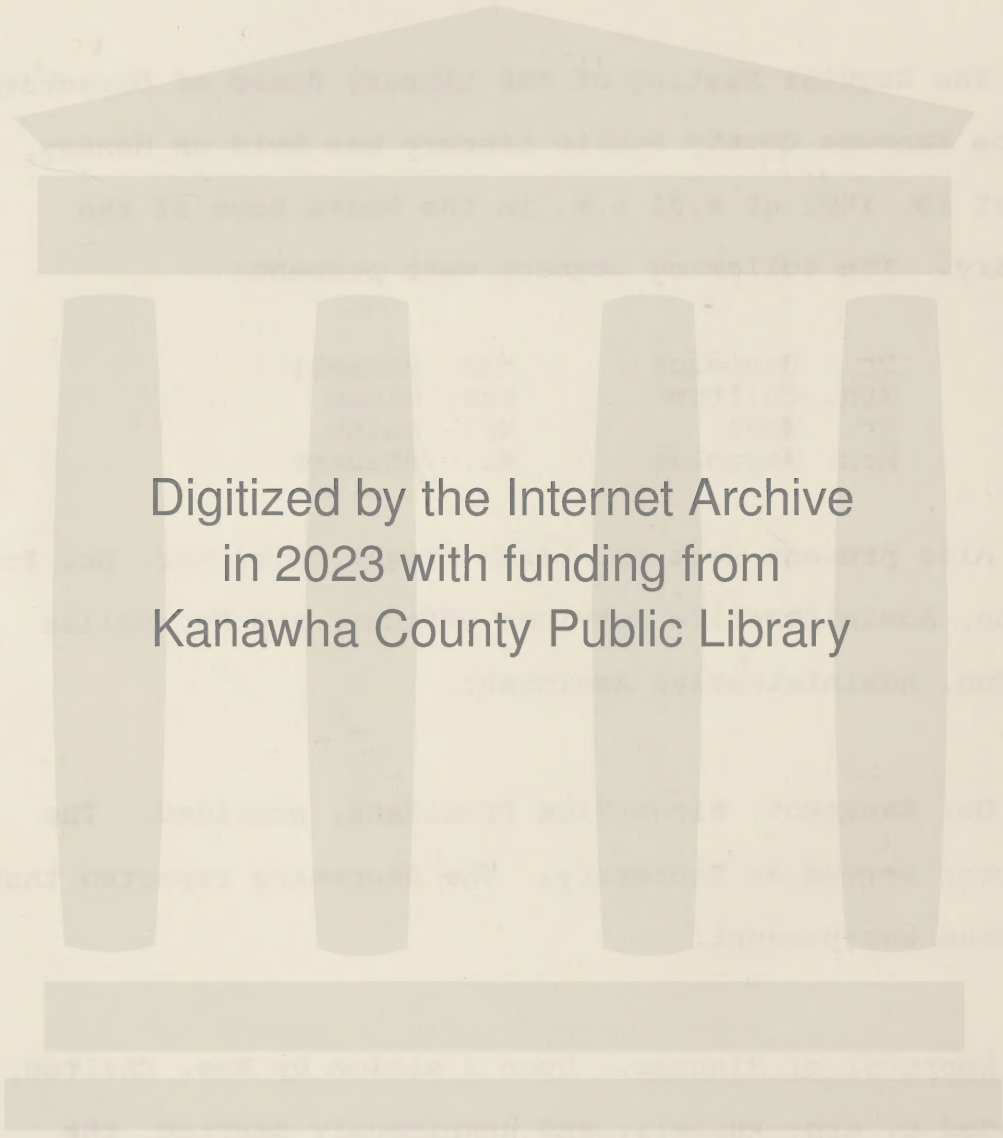

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Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Mrs. Chilton, and unanimously carried, the payment of Book Bills in the amount of $64,612.88 and General Bills in the amount of $136,222.20 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,125.63 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Mrs. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July 1992, included were the following:

> A large part of the library system's activity during July was focused on the childrens and young adult summer reading programs. The activity generated by these programs is the direct cause of a record breaking circulation for the month of 106,000 items, a twenty-one percent increase over last July and breaking the record set just this past January for the most items ever circulated in a month. The staff are to be congratulated for the great effort they have made to make these reading programs such a success.
>
> The Library's Talking Book Service for the Blind and Physically Handicapped was featured in the Daily Mail's "Things That Work" column. Mary Penn, the coordinator of this program, is to be commended for the quality and caring she shows in the service she provides.

We have updated our computer connection with the Board of Education. This will allow us to encumber funds on line and to more easily monitor the various budget lines and payroll accounts.

The Elk Valley Library Board and staff hosted a reception celebrating the 15th anniversary of the opening of the Branch.

Many hours were spent in July and throughout the year by the Book Sale Committee sorting and boxing donations, designing posters and flyers and making plans for this year's Sale at the Civic Center. The members of the Committee have worked very hard to make this Sale a success and we hope you will visit us on Saturday, August 29 from 9:00-5:00.

Report of Committees.

Support Services Committee. Dr. Ranson reported that a meeting was held Friday, July 10, 1992 at 1:30 p.m. to consider the following:

1. Surplus Vehicle. Dr. Ranson reminded the Board that at the June 11, 1992 Board meeting a resolution was adopted to purchase a Cargo Van at a cost of $19,800. The van has been purchased and the Support Services Committee recommends the sale of the old van. Upon a motion by Mr. Smith, seconded by Mrs. Sloan, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Board of Directors authorizes the Library Director and the Administrative Services Officer to review the bids submitted for the sale of the surplus 1985 Chevrolet van and award the bid to the highest responsible bidder.

2. VTLS. Ms. Wright reported that Dr. Chachra, President, VTLS, Inc. has made a request to meet and address the Board. He has since been informed that the Board works

through the committee process. A meeting will be scheduled to allow him to meet with the Support Service Committee. Other VTLS users from around the state along with the Library Commissioner, Mr. Fred Glazer will be invited to this meeting. The purpose of this meeting will be to address concerns with maintenance contracts and customer service problems. Documentation is being gathered from other users from around the country that have experienced similar problems with VTLS. This meeting is being planned for mid to late September.

Long Range Planning Committee. Mrs. Chilton and Ms. Wright reported that extended Committee meetings have been held and a report of their recommendations will be presented at the next Board meeting. A field trip is tentatively scheduled for August 14 to tour the Lexington Library.

Financial Affairs Committee. Mr. Smith reported that a meeting of the Financial Affairs Committee was held prior to this Board meeting to consider the following:

1. Update on Deskins Estate. A settlement has been reached concerning the Deskins Estate. KCPL will receive $10,731.38 in cash and in kind common stocks plus the dividends received by the estate thereon on and after the effective date.

2. Consideration of the carry forward request for FY 92-93. Mr. Smith gave a brief overview of the items listed below to be carried forward. Upon a motion by Mr. Smith, seconded by Mr. Stewart, and unanimously carried, the following resolution was adopted:

RESOLVED, That certain balances authorized to be spent in FY 1991-92 but not actually spent in that year be carried forward and expended in the 1992-93 fiscal year and the total amount of $108,384.64 be added to the budget for FY 1992-93 as follows:

1992/1993 Carry Forward

Advertising	47.42
Automation Repairs and Maintenance	15,249.98
Automation Supplies	219.95
Booksale	2,023.13
Building Improvements	19,852.00
Building Repairs and Maintenance	2,819.45
Equipment Purchase	4,543.35
Equipment Repairs and Maintenance	675.00
Furniture and Equipment	2,338.62
Freight	129.88
Gas	20.46
Housekeeping	607.42
Library Materials	25,720.00
Library Supplies	1,764.00
Miscellaneous	3,545.00
Software and OCLC	4,645.85
Office Supplies	1,044.20
Postage	220.21
Printing	8.00
Programs	78.75
Rental Copier	353.52
Salaries	21,200.00
Sal-PT-Para	105.00
Staff Travel and Training	446.08
Telephone	164.99
Trash	50.75
Vehicle Gas	483.63
Vehicle Maintenance	28.00
TOTAL CARRY FORWARD	108,384.64

3. Contributions from Kanawha County Commission for FY 92-93. Mr. Smith reported that the Financial Affairs Committee has made a formal request of the Kanawha County Commission to have them revert to a monthly payment schedule. The reason for this request is that if KCPL were not to at this time challenge the County Commission's break with the decades old standing process of monthly payments, we may not have any legal grounds to challenge the Commission's payment schedule at some later date.

New Business.

Capitol Funds Committee. This will be a short-term temporary Committee formed to review options to seek capitol funds for improving and expanding space in various library units. The Committee members are:

Ms. Thomas, Chair
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mr. Smith

Up coming events. Ms. Wright announced that Staff Development Day has been scheduled for Thursday, September 17 at the John XXIII Pastoral Center. An Invitation will be forthcoming.

There being no further business, the meeting was adjourned.

Frederick G. Bamrud Sr.
President

Linda M. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 14, 1992

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 14, 1992 at 4:00 p.m. in the Ray Room of the Library. The following members were present:

Dr. Bannerot	Mr. Rolston
Mrs. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mrs. Smith
Mr. Ray	Mr. Smith
Mrs. Reynolds	Ms. Thomas

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Director read the resignation letter recently received from Mr. John Santrock to the Board of Directors, which is attached to the minutes of this meeting. Upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the resignation was

accepted with regret. The Board of Directors will make a special presentation to Mr. Santrock at a later date.

Approval of Minutes. Upon a motion by Mrs. Smith, seconded by Ms. Thomas, and unanimously carried, the Minutes of the August 10, 1992 annual board meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $34,124.34 and General Bills in the amount of $67,819.13 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,269.27 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Reynolds, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August 1992, included were the following:

During August Kanawha County Public Library staff worked on trying to make teachers more aware of our services. Kim Dankovich of the Reference staff attended the Kanawha County schools in-service meeting for school librarians. Also, this effort to reach more teachers Patty Bergeron, Children's Branch Programmer and Cindy Hagerman, Public Relations Officer, wrote a script and gathered still shots and taped a 10 minute video at Capitol High School which outlines the services we have available for teachers. This video will then be shown on the school system's cable channel. Alice Riecks did a presentation to faculty members at Pt. Harmony Elementary. Other staff members are planning similar presentations at faculty meetings at various schools in September and October. Attempts are also going to be made to do presentations to parents about our services at PTO meetings this year.

August saw the completion of KCPL's commitment to provide readers for the Kanawha County Schools "Book Nook" weekly program during the summer. A number of staff members from all over the system helped by being videotaped while reading stories. Their cooperation and assistance is very much appreciated.

The Bookmobile participated in the Regatta's Grand Feature parade. Thanks go to Phyllis Clendenin for decorating the unit and to Ron Finney for driving it in the parade.

As always KCPL held its annual Regatta Booksale. This year brought some major changes: instead of relying on donated space we moved to the Civic Center and rented the parlors, and the sale was lengthened from just Saturday to also include Sunday afternoon. The sale was the most successful we have ever had. We estimate over 12,000 items were sold. We took in 13,000 and after expenses and sales tax made $9,000. The Booksale Committee is to be congratulated on a job very well done. We also had some volunteers help us out. We are very appreciative of the help from Job Corps students organized by our part-time security guard, Bill Bell. These students loaded and unloaded trucks of hundreds of boxes on Friday morning. They did an amazing amount of work in a short period of time.

A Bookmobile Extravaganza was held at Quincy Center on August 1 to draw attention to the Bookmobile services in the Upper Valley. There were cloggers courtesy of our Elk Valley staff member Judy Cavender and bluegrass music courtesy of our Bookmobile assistant Willard Reynolds, face painting for children by St. Albans staff members Annette Harris and Bridget Herndon and a childrens program presented by Patty Bergeron as well as other activities. Despite beautiful weather and the hard work of a number of staff members we had a very light turn out.

The St. Albans Library and staff are working with the St. Albans Fire Department to become certified as "Fire Safe". The staff has successfully completed a training course including learning to use a fire extinguisher and having fire drills. Janet Martin of the St. Albans staff worked to bring this about.

Patty Bergeron, Children's Branch Programmer, presented a program in most branches for kindergarteners entitled, "Off to School" which included stories and a craft. She also conducted a staff in-service workshop in August in which she reviewed read aloud and storytelling techniques and presented the various resources in the Children's Department and encouraged branch staff to schedule time with her to plan their storytime programs and to borrow and utilize the resources she highlighted in these programs.

Maintenance staff members, Eddie Childers and Mike White, spent some hours in August rewiring the circulation desk areas at the Cross Lanes and Sissonville branches. These small branches have a large central pole which all the wiring had been channeled to and then radiated out from on the floor. Although the wiring was covered by rubber bumpers it still was somewhat of an obstacle course for the staff to work around. As a result of recommendations from the management audits the wiring was rearranged so it now comes down from the rafters overhead via power poles. Also during August the maintenance wan declared surplus at the August Board meeting has been sold for $805.

Two staff members, Suzanna Holstein and Julie Spiegler, have begun a graduate level library science course. The course is brought in via satellite to several libraries around the State from the graduate school at the University of South Carolina. This cooperative program was developed by the Library Commission and will take an individual three years to

get a masters degree. There will not be any requirement to spend a semester on campus at Sough Carolina. Three other staff members, Pat Abbott, Linda Gammon and Treletta Wallace, have worked on portfolios to submit for credits towards a Board of Regents degree. They each attended a two week workshop at the end of July at West Virginia Tech on developing these portfolios. Linda Brumfield and Maryann Taylor of the St. Albans staff are attending a freshman level English course at State College offered to Board of Education employees.

The Library Director gave a special report on the 1992 Summer Reading Program:

The theme of the 1992 Childrens Summer Reading Program was Explore the U.S.A. (the Ultimate Summer Adventure). The poster and bookmark were designed by a student at Capitol High School. One Valley Bank generously printed thousands of items: bookmarks, reading logs, etc. Staff members made a concerted effort to visit schools during the latter part of May and early June to tell students about the program.

Some of the programs presented during the summer pertained to West Virginia; food including doing a craft making prints using vegetables; patriotic music; exploring family roots; American heroes; and Native American crafts and legends to just talk about a few.

A very interesting program was presented by a group of senior citizens who showed children how to make apply butter, lye soap, and homemade biscuits while stories were told from a rocking chair.

Childrens Summer Reading Program. Our goal was to increase participation in the program by 10%. That goal was met as 2,263 children were enrolled in 1991 and 2,896 this summer. The number completed the program rose from 1,086 to 1,438. The number of books read increased from 35,070 to 73,075. This tremendous increase we believe is due to the concept introduced systemwide of earning wampum for books read. The idea originated last summer in St. Albans. Because of the success there and the theme we used of Exploring the U.S.A. the decision was made to try the concept systemwide. Each child had to read the required 10 books before they started to earn wampum, a seashell shaped paper token. In order to promote the reading of non-fiction the children earned two wampum for each non-fiction book read. The success was almost overwhelming in terms of gathering enough prizes.

This took quite a bit of work. It also presented difficulties in a community like Sissonville with comparatively few businesses, but a number of children. It was difficult to obtain enough prizes. The majority of patron evaluations have been very positive. The challenge we now face is if we continue the concept of wampum we will need to gather more prizes as we will probably have well over 3,000 children enroll next summer.

A variety of programs were held in August the biggest in each location was the Wampum Trade which marked the end of the Children's Summer Reading Program. Various parties were held to end the young adults summer reading program. In addition a successful program on make-up and skin care for young adults was held at Elk Valley.

Report of Committees

Personnel Committee. Dr. Bannerot stated that the Personnel Committee met on September 8, 1992 at which time they discussed the need to increase the rate for the reimbursement for mileage. Other items discussed during the course of that meeting are still pending. Upon a motion by, Ms. Thomas, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That effective immediately the rate for the reimbursement for mileage for Kanawha County Public Library staff members will increase from twenty cents to twenty-five cents per mile.

Long Range Planning Committee. Mrs. Rugeley and Ms. Wright each made special presentations of the proposed plan developed over the summer by the Committee to address the long range space needs of the Kanawha County Public Library system. Following the presentations, the Board discussed the proposed plan.

New Business.

Constitutional amendment. Ms. Wright discussed a constitutional amendment that will be on the ballot in the November general election that, if approved, would allow a library bond or levy issue to be approved by a simple majority of the electorate. At the present, a 60% majority vote is required. She was approached by a member of the Board of the League of Women Voters about the possibility of lobbying for the approval of this issue. After discussion it was agreed that a copy of the Amendment and research as to the legal and ethical aspects of this item be obtained before any decision is made.

As the consensus of the Board members was that more discussion of the proposed plan to address space needed was needed, the meeting was adjourned until 4:00 p.m. on Monday, September 21, 1992.

John H. Ray
President

Linda F. Wright
Secretary

MINUTES OF THE CONTINUED

MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 21, 1992

The Board of Directors of the Kanawha County Public Library continued its regular monthly meeting for September on September 21, 1992 at 4:00 p.m. in the Ray Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mrs. Sloan
Mr. Fontalbert	Mrs. Smith
Mrs. Glasser	Mr. Smith
Mr. Kauffelt	Dr. Wallace
Mr. Ray	

Also present was Ms. Linda Wright, Library Director. Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported a quorum was present.

The first item of business was to discuss a letter received from Dr. Vinod Chachra, President of VTLS, Inc. regarding the Board's invitation to Dr. Chachra to attend a meeting to discuss KCPL's concerns regarding maintenance support and to invite other VTLS minicomputer users in the State. In his letter of response Dr. Chachra indicated he wanted to meet only with KCPL Board and staff so that he could best address our specific concerns. After discussion it was the consensus of the Board to go forward with the meeting with Dr. Chachra on September 29 at 2:00 p.m. as

previously arranged. Ms. Wright and Karen Philippi would gather background information and present this to the Board members at a briefing session scheduled for September 29 at 11:00 a.m.

The next item of business was the discussion of a proposed trip by Board members to the Lexington Public Library. Possible dates for the visit were determined to be October 9, October 14 and October 21. Ms. Wright will contact officials at Lexington Public Library to try to arrange the visit.

The Board then resumed discussion of the proposed space plan that had been presented by the Long Range Planning Committee at the September 14 meeting. This discussion included concerns for the financing of daily operations once proposed larger facilities are in place. After further discussion, upon motion duly made, seconded and carried, the Long Range Planning Committee was authorized and directed to go forward and present the proposed plan to the various branch boards for their reaction.

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 12, 1992

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 12, 1992 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mr. Ray
Mr. Fontalbert	Mrs. Rugeley
Mrs. Glasser	Mrs. Smith
Mr. Kauffelt	Mr. Stewart
Mr. Moss	Ms. Thomas

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Director read a letter from Read Aloud West Virginia of Kanawha County, dated September 25, 1992, and attached to the minutes of this meeting.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the September 14, 1992 regular meeting along with the continued meeting of September 21, 1992 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $33,886.65 and General Bills in the amount of $56,688.40 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $656.01 duly certified and approved in accordance with the Bylaws and on motion of Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September 1992, included were the following:

> September is usually one of the slower months of the year in terms of patron activity. It provides some time to recover from Summer Reading activity and to focus on some projects other than direct public service. Our fourth annual Staff Development Day was

held September 17 at the Pope John XXIII Pastoral Center. A variety of sessions were offered: Sara Sue Wright and Jo Ellen Flagg presented a session giving a general overview of weeding, Sara Sue Wright and Linda Brumfield conducted a session on the reference interview, term paper resources was given by Elizabeth Fraser and Linda Miller, an overview of serving young adults was presented by Kim Dankovich and Alice Riecks, a review of the childrens summer reading program for '92 and some ideas for programming for the '93 program were presented by Patty Bergeron, Donna Gettys and Terri McDougal and Henry Pickens conducted a session on safety and security. All of these staff members are to be commended for sharing their knowledge with other members of the staff. Marsha Holliday should also be commended for coordinating this training as should those members of the staff involved in behind the scenes efforts to make this all happen. In addition several sessions were conducted by outside presenters. The evaluations that have been received from the staff show their appreciation of having this opportunity to focus on training.

In addition a number of staff members took the opportunity to schedule a day or two of staff exchange to visit and work in units other than their normal work site. Also, Karen Philippi offered a workshop on keyword searching using the public access catalog and several staff members attended one day seminars.

Kanawha County Public Library staff were also out in the community doing a variety of presentations. A number of staff were able to schedule presentations at schools, at faculty senate meetings or in various classrooms. Terri McDougal presented a workshop entitled, "A Fall Harvest of Books" at the annual conference of Central Child Care of West Virginia. Elizabeth Fraser spoke about our foundation and grant resources to the Appalachian Tourism and Development Center Conference.

Also during September the Public Relations Office with assistance from several departments assembled and distributed to each teacher in the County a packet of information about the Library and its services. The Library celebrated Banned Books Week with each unit having a display on this subject. Glasgow and Marmet had displays with the theme "Don't Lock Up Your Right to Read" and Charleston had a popular display entitled "Books Behind Bars". These displays do capture the interest of the public who want to know why these books were banned. As this is an important election year both nationally and at the state level each unit

offered a voter's registration session in cooperation with the County Clerk's Office.

Report on Young Adult Summer Reading Program. The Young Adult Summer Reading program showed a substantial increase in participation over the previous summer. The theme was "Explore the USA - The Ultimate Summer Adventure". A total of 354 teens enrolled in the program, a sixty percent increase from last year. Seventy-six percent more teens completed the program and a total of 871 books were read, a seventy-five percent increase. Some of the programs offered were showing of Star Trek movies and a skit about Christopher Columbus presented by a drama group from the University of Charleston. A free showing of the movie, "Buffy, the Vampire Slayer" was offered by Kanawha Cinemas to all teens who completed the program. The members of the Young Adult Summer Reading Program Committee did a great job with the 1992 program.

Reports of Committee:

Capitol Funds Committee. Ms. Thomas reported that the first meeting of the Capitol Funds Committee was held September 23 at which a number of ideas were discussed as to how to raise capitol funds to finance the additional space the Library system needs.

Long Range Planning Committee. Mrs. Rugeley gave an update as to upcoming events of the Long Range Planning Committee. Tentative plans have been made to present the proposed Space Needs Plan at the following branches:

DATE	TIME	LOCATION
October 13	7:00 p.m.	Cross Lanes Board Cross Lanes United Methodist Church - 5320 Frontier Drive
November 5	7:00 p.m.	Elk Valley Board
November 17	7:30 p.m.	St. Albans Board
November 24	7:00 p.m.	Sissonville Board Sissonville High School

The Long Range Planning Committee will schedule visits to the remaining branches during late November and early December. A schedule is forthcoming. The Committee has scheduled a trip to visit the Lexington Public Library in Kentucky on October 14. All Board members are invited to attend any or all of the branch library visits and the trip to Lexington.

Public Services Committee. Mr. Moss reported that a meeting of the Public Services Committee was held on Thursday, October 8, at 4:00 p.m. in the Board Room to consider the following:

1. Revisions to the Code of Patron Behavior. Mr. Moss discussed the changes to the current Code of Patron Behavior. After discussion and upon a motion by Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried, the following Code of Patron Behavior was adopted as attached:

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM

Code of Patron Behavior

It is the policy of the Board of Directors of the Kanawha County Public Library system that all necessary steps be taken to assure patrons and staff that they will find the facilities of the Kanawha County Public Library peaceful, comfortable, and safe places in which to read, study, browse or work.

To implement this policy, the following Code of Patron Behavior is adopted and shall remain in force until modified by the Library Board of Directors.

1. Respect for the rights of other library users shall prevail at all times. This is the keystone of the Code of Patron Behavior.

2. All library materials must be properly charged out.

3. Disruptive behavior is prohibited, including, but not limited to the following:

   A. Physical action or the threat of physical action that could cause injury to patrons or staff or damage to library property.

   B. Verbal abuse toward patrons and/or staff.

   C. Obscene language.

   D. Extended or loud speaking or noise that is disruptive to patrons and/or staff.

   E. Lewd or suggestive words or actions to patrons and/or staff.

   F. Voyeurism and/or exhibitionism.

   G. A repeated pattern of behavior in the building that is disturbing or threatening to patrons and/or staff.

   H. A pattern of napping or sleeping.

   I. Actions suggesting the influence of alcoholic, hallucinogenic or other controlled substance.

   J. Running and/or rough-housing in the library building.

   K. Sitting on walls or steps (both inside and outside the building) or any activity that obstructs patrons from entering or exiting the building is prohibited.

L. Skateboarding, roller skating on library property, wading in and/or sitting on the fountain is prohibited.

M. Tables, chairs and other furniture are not to be moved.

N. No more than four (4) people are to sit at a table.

4. Weapons of any kind are prohibited on library property.

5. Patrons shall not bring food and/or beverage into the building nor consume the same within the building.

6. Use of a public restroom for such purposes as shaving, bathing, washing/drying clothes, etc., is prohibited.

7. Patrons shall not smoke within the building.

8. Pets may not be brought into the building except for seeing eye dogs and/or for special events.

9. Any adult entering the Library must wear a shirt and shoes. Children without shirt and/or shoes may enter, but not stay for more than a few minutes.

10. Commission of any offense which would constitute a misdemeanor or felony under the criminal laws of the City of Charleston or State of West Virginia is prohibited.

11. Persons whose personal hygiene is a source of disturbance to other patrons or staff and/or interferes with other patrons' use of the library shall be barred from the library building until the source of the disturbance is removed.

12. The Library is not responsible for book bags, briefcases, purses, coats, or other personal belongings left unattended.

13. Behavior or activity by non-library personnel which implies that the library facility is a person's place of business or employment, or that their activity is sponsored or endorsed by the Library will not be tolerated.

14. Solicitation is prohibited.

15. Videotaping or the taking of pictures is prohibited unless prior authorization has been given by the Library Director or Administrative Services Officer.

In the event of a violation of this Code of Patron Behavior, sanctions may be in the form of a warning or a request to leave the library building or a call to the police or other legal action as, in each instance, seems most appropriate.

Adopted April 9, 1981
Amended March 11, 1985

Amended September 14, 1987
Amended October 12, 1992

It was so noted that the above Code of Patron Behavior be posted at all Kanawha County Public Library system locations.

2. Reconsideration of hours of service at the Clendenin and Dunbar branch libraries. Mr. Moss shared that in the case of Clendenin the use is low for the number of hours open. Under this proposal no hours of staff time would be reduced. Rather staff would use the time to work on making more people aware of the library and its services. Greater community awareness could help increase use. In the case of Dunbar currently the staff compliment is stretched thin to cover all the hours open.

After discussion and upon a motion by Mr. Moss, seconded by Ms. Thomas and unanimously carried, the following resolution was adopted:

RESOLVED, That the hours of operation at the Clendenin branch library be adjusted from the present 32 hours per week to 28 hours per week; and

FURTHER RESOLVED, That the hours of operation at the Dunbar branch library be reallocated from the present 55 hours per week to 54 hours per week.

Support Services Committee. Mr. Fontalbert reported that a meeting of the Support Services Committee was held Monday, October 12, 1992 at 3:15 p.m. in the Board Room to discuss the following:

1. VTLS Update - Kanawha County Public Library system continues to experience ongoing customer service problems with VTLS. Mr. Fontalbert stated that the Support Services Committee agreed to continue to monitor the problems with customer service that the Kanawha County Public Library system is experiencing with VTLS. The Committee also agreed that Kanawha County Public Library should begin to look at other vendors that supply this type of service.

2. Insurance Policy Renewal. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss and unanimously carried, the following resolution was adopted:

RESOLVED, That the insurance policy for the Kanawha County Public Library system be renewed at the current rate for a period of one year (January 18, 1993 to January 18, 1994) with Commercial Insurance Services).

3. Roof at the Dunbar Library. After discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Smith and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be authorized to seek bids for the reroofing of the flat sections of the roof at the Dunbar Library and, with a member of the Support Services Committee, to review the bids submitted; and

FURTHER RESOLVED, That they are authorized to award a contract at the lowest bid in compliance for such services in an amount not be exceed $18,000; and

FURTHER RESOLVED, That an amount of up to $18,000 may be drawn from the Contingency Fund to pay for said services.

4. Planter Walls - Charleston Library. Dr. Ranson gave a brief explanation of the work to be accomplished on the planter walls. The upper two walls were to be repaired first, but due to a sign being placed at the corner of Capitol and Quarrier Streets it was suggested that the lower front walls be repaired first. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Thomas and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be authorized to seek bids for repairs to the front retaining walls at the Charleston Library and with a member of the Support Services Committee, to review the bids submitted; and

FURTHER RESOLVED, That they be authorized to award a contract to the lowest bid in compliance for the repairs in an amount not to exceed $20,000.

Old Business

1. Constitutional amendment. After discussion of the proposed State constitutional amendment on the November ballot relating to the passage of bond issues and special levies (attached to the minutes of this meeting) and upon a motion by Ms. Thomas, seconded by Mr. Kauffelt, and carried, with Mrs. Smith and Mr. Moss voting against the motion, and

Mrs. Glasser abstaining, the following resolution was adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library system publicly supports the adoption of the constitutional amendment allowing a bond issue or special levy to pass with a simple majority.

New Business.

Legislative Reception. Ms. Wright read a letter (attached to the minutes of this meeting) from Mr. Frederic J. Glazer, Director of the West Virginia Library Commission concerning a meeting to be held November 9th at 2:00 p.m. at the West Virginia Library Commission about possible legislative initiatives of concern to libraries in the upcoming session A report on this meeting will be made at the next scheduled meeting of the Board of Directors.

Ms. Wright introduced the idea of Kanawha County Public Library hosting a reception for the Kanawha County delegation to inform them about the Library and its services. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Thomas, with Mrs. Smith abstaining, the following resolution was adopted:

RESOLVED, That the Kanawha County Public Library system Board of Directors host a Legislative Reception for the Senators and Delegates of Kanawha County in early December 1992.

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda S. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 9, 1992

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 12, 1992 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Moss	Mr. Smith
Mr. Ray	Mr. Stewart
Mrs. Reynolds	Ms. Thomas
	Dr. Wallace

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Moss, and unanimously carried, the Minutes of the October 12, 1992 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the payment of Book Bills in the amount of $29,732.12 and General Bills in the amount of $70,790.11 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $353.80 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October 1992, included were the following:

> The activities of the staff in October definitely show that school is well underway. Staff busily helped students with such annual research topics as leaf identification, West Virginia counties and Indians. In addition to the after school and evening visits by students, 43 classes totaling over 1,100 students visited our various facilities. Most of these visits included staff members doing some type of presentation to the students about our services and resource

materials. Staff also continued to make presentations at school faculty meetings and at PTO/A meetings. Some examples of this type activity were Bridget Herndon, St. Albans Childrens Associate, visiting Andrew Heights Elementary to speak to 4th, 5th and 6th grade students and teachers about the resources the library has for science and social studies projects and Clendenin hosting 12 class visits.

Our fall storytime series for preschoolers got underway at each location. As usual a number of units presented two sessions each week one during the day and another in the early evening to better accommodate working parents. Each unit in the system had a program entitled "Marco and Chris' Excellent Adventure" aimed at grades 1-6 in honor of Columbus. Also in honor of Columbus four sessions of a Chautauqua presentation on Christopher Columbus took place at various locations. These presentations were made possible by a grant from the West Virginia Humanities Council and by a donation from the law firm of Caldwell, Cannon-Ryan and Riffee.

A series of Sunday afternoon adult programming was begun at Charleston and St. Albans. In Charleston there is a program almost each Sunday. The topics are West Virginia writers on the first Sunday with a variety of guest presenters, a mystery book discussion on the third Sunday led by John Suter, a nationally published local mystery writer, the fourth Sunday is arm chair travel with various quests presenting slides and information on their journeys. The second Sunday is a potpourri of topics. In St. Albans there are a variety of programs being held on the fourth Sunday of each month.

Each October has come to mean that Kanawha County Public Library will have two standing system-wide programs occurring. The Write for Fright contest was again held with just over 2,000 entries. Thirteen winners were selected from a wide variety of scary short stories and poems. Again WQBE recorded the winners and these were played on WQBE on Halloween. The winners were announced at the annual Imagination Celebration event held the evening of Saturday, October 24 at the Cultural Center Theatre. Scary tales were told by the Hillorists, a West Virginia storytelling group, to approximately 375 adults and children. The library staff members did a great job of decorating the stage in a Halloween motif and dressed in costume to greet and seat the public.

The library system also again had a booth at the Chamber of Commerce's Cavalcade of Trade. This year our booth was sponsored by Pepsi-Cola East and we

featured a live demonstration of the CD-ROM reference resources we have. A number of staff members from Charleston Reference as well as some of the branch librarians helped to staff the booth for the three days of this event.

Eighteen staff members attended the annual conference of the West Virginia Library Association in Parkersburg, October 15 - 17, 1992.

Report of Committees.

Capitol Funds Committee. Ms. Thomas reported that the Committee's second meeting was held November 5 at 4:00 p.m. in the Board Room to begin to consider the following items:

1. Governmental Financing.

2. Value of the present Main Library.

3. Contact being made with those involved with the proposed new arts complex and Charleston Renaissance.

4. Twenty year revenue projections for KCPL - Mr. Smith and Dr. Ranson are developing a spread sheet which will show an outline of ten year projections.

5. Relationship between Kanawha County Public Library Board and supporting organization (i.e., Friends).

Long Range Planning Committee. Mrs. Rugeley stated that the 20 year space needs plan has been presented to the Charleston staff, Cross Lanes, and Elk Valley branches. The remainder of the schedule includes visits to the following locations:

DATE	TIME	LOCATION
November 10	7:00 p.m.	Clendenin Group at Clendenin Branch
November 12	7:30 p.m.	Dunbar Board at Dunbar Branch
November 17	7:30 p.m.	St. Albans Board at St. Albans Branch
November 23	7:00 p.m.	Sissonville Board Wesbanco - Bank of Sissonville
December 1	7:00 p.m.	Glasgow Group Council Room-Glasgow Town Hall
December 3	7:00 p.m.	Marmet Board Council Room - Marmet City Hall

She also stated that the Long Range Planning Committee would like to invite community leaders to an overview of the Library's proposed twenty year space needs program. This presentation would be held in early December. The Committee would like to have their reaction to and comments on this proposed plan before the formal presentation to the Board of Directors.

Personnel Committee. Dr. Bannerot reported that a meeting of the Personnel Committee was held on October 13 at 3:00 p.m. in the Board Room to consider the appeal of Mr. David Schau. After discussion and upon a motion by Dr. Bannerot, seconded by Mrs. Russell and unanimously carried, the following resolution was adopted:

RESOLVED, That the Personnel Committee affirms the transfer of Mr. Schau from the Dunbar Branch Library to the Charleston Reference Department; and

FURTHER RESOLVED, That the Personnel Committee finds that the appropriate salary grade to be Step E of Level 34, namely $25,009 per year, based on previous supervisory experience, retroactive to date of transfer being September 10, 1992.

Support Services Committee. Mr. Fontalbert reported that a meeting of the Support Services Committee was held prior to the start of the regular board meeting and considered the following items:

1. Planter wall repairs. Mr. Fontalbert reported on the attempt to obtain bids to repair the walls. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Rugeley and unanimously carried, the following resolution was adopted:

RESOLVED, That the Administrative Services Officer is hereby authorized to enter into a hourly rate contract with Carte Masonry, Inc. for the repair of up to three of the front planter walls at the Charleston Library; and

FURTHER RESOLVED, That the total expenditure shall not exceed $20,000.

2. Surplus Audiovisual Equipment. Mr. Fontalbert stated that there is an unused piece of audiovisual equipment. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Rugeley and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director is hereby authorized to sell to the highest bidder a surplus RTI Pulsar 16MM film inspection machine and a surplus RTI Cenescan viewing machine. If she is unable to sell this equipment it would be given to a non-profit

organization or governmental unit that could use it.

3. VTLS update. A VTLS Activities Summary was read by Ms. Wright and is attached to the minutes of this meeting. An on-site visit is being scheduled which is part of our account maintenance. Communication problems continue between Kanawha County Public Library and the VTLS customer service support operation. A letter addressing all of our concerns along with the attached activities summary will be sent to Dr. Chachra within the next week.

Old Business.

Staff. Upon a motion by Mrs. Russell, seconded by Mr. Smith, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library system hereby thanks the staff for the purchase of books to acknowledge the work of the Library Board.

New Business.

Christmas Open Houses. A schedule of the branch Christmas Open Houses was distributed.

There being no further business, the meeting was adjourned.

John L Ray
President

Linda D. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 14, 1992

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 14, 1992 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Ms. Glasser	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Ray	Mr. Smith
Mrs. Reynolds	Ms. Thomas

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Fontalbert, and unanimously carried, the Minutes of the November 9, 1992 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $51,840.64 and General Bills in the amount of $72,883.06 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,248.53 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November 1992, included were the following:

> November marks the annual celebration of Children's Book Week. This year the children voted for their favorite book. Some of the winners were CURIOUS GEORGE in Cross Lanes, KOKOS KITTEN in Dunbar and PETER PAN in St. Albans. On the bookmobile there was a tie among three titles WHERE THE WILD FERN GROWS, BUFFALO GAL and MY GIRL. November saw the continuation of efforts to make the teachers more aware of library services. Several staff members spoke at faculty meetings. We again saw a large number of class visits in November with 50 classes comprising 1,079 students visiting our various facilities. Over 2,100 students made class visits during October and November. We are also seeing another benefit of the increased contact with the schools. A few teachers have begun to contact the library before making an assignment to be sure we have adequate

resources. We hope that this will continue so that students will be better able to find the materials they need and we will be better prepared to handle the assignments.

St. Albans held two programs for young adults during November and also held a very successful Sunday afternoon program for adults on November 22. The Almost Heaven Hammered Dulcimer Society, which meets regularly at the library, entertained 41 people with a concert. The Sunday program series also continued at Charleston with a variety of programs.

A new internal mail delivery system was initiated at the Charleston Library. The proposal was drafted by Dallas Sheldon with the goal of reducing the number of times mail was being handled. The Charleston Circulation staff make the rounds of all departments twice a day. The new procedure has also benefited our courier, John Boggess, in reducing the time needed to gather mail to take out to the branches.

Fine Free Week was held from November 16-22. Post cards were sent out to over 3,000 patrons who had overdue items since our last Fine Free Week in April. Signs were posted in each unit for several weeks and public service staff wore badges announcing the week. An ad was placed in the Sunday paper on November 15. Despite all these efforts we only had a net reduction of roughly three percent in the number of overdue items. At the end of Fine Free Week we still had almost 25,000 overdue items checked out to over 8,400 patrons. For the first time the Kanawha County high schools cooperated and as a result 125 of our items were returned. Hopefully the number of overdue items will be reduced more as a result of our FOOD FOR FINES program during the entire month of December.

There were several major maintenance projects completed during November. The parking lot was paved at Sissonville. The rear wall of the Elk Valley Branch was painted as was the exterior trim on the Cross Lanes Branch.

Reports of Committee

Financial Affairs Committee. Mr. Kauffelt reported that two meetings of the Financial Affairs Committee were held in November to consider the following:

1. Lowenstein memorial gift ($1,000). After discussion, on motion by Mr. Kauffelt, seconded by Ms. Chilton and unanimously carried the following resolution was adopted:

RESOLVED, That the $1,000 Lowenstein memorial gift be used for periodic maintenance of the fountain located in front of the Charleston Main Library.

2. Audit for FY 91/92 - Mr. Kauffelt reported to the Board on the 1991/92 Audit Report that was recently conducted by The Smart Group, A.C. After discussion, on motion by Mr. Kauffelt, seconded by Mr. Smith and unanimously carried the following resolution was adopted:

RESOLVED, That the "Kanawha County Public Library, Financial Statement, Cash Basis, June 30, 1992" being the audit report for the fiscal year 1991/92 prepared by the Smart Group, A.C., be received and filed.

Long Range Planning Committee. Mrs. Rugeley reported that a meeting of the Long Range Planning Committee was held Monday, December 7, 1992 to consider the following:

1. Review of comments/questions/concerns from branch presentations. All Branch visits have been completed. A copy of all comments/questions/concerns will be mailed to each Board member along with a copy of the notes taken at the Community Leaders meeting. She shared that the overall consensus of those present was that the

information gained from these meetings do not constitute any change to the proposed space needs plan.

2. Final recommendations to the Board on the Space Needs proposal. Mrs. Rugeley presented the Board of Directors with two options: approve the plan as it is currently written or hold the final consideration of the proposed plan until the January 11, 1993 Board meeting. Ms. Wright stated that the Professional Library Consultants, P.A. were available to attend our January 11, 1993 Board meeting. Some members of the Board expressed an interest in obtaining Professional Library Consultants, P.A.'s opinion of the proposed space needs plan. After discussion, on motion by Mrs. Thomas, seconded by Mrs. Russell and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director contact Professional Library Consultants, P.A. and ask them to prepare a written review of the proposed space needs plan that has been developed by the Long Range Planning Committee, and
>
> FURTHER RESOLVED, That after receiving the review the Library Director is authorized to decide whether to invite the consultants to the January Board meeting.

3. Computers In Libraries Conference. Mrs. Rugeley informed the Committee that the 8th Annual Computers in Libraries Conference has been scheduled for March 1-3, 1993 at the Sheraton Washington Hotel in Washington, DC. This event is in cooperation with the Special Libraries Association and is the largest library technology conference & exhibition in North America. She asked that the Board of

Directors allow three staff members to attend this event. It was suggested that the Library Director, Automation Manager and one other staff member be allowed to attend. After discussion, on motion by Mrs. Rugeley, seconded by Mrs. Smith and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to select three staff members to attend the 8th Annual Computers in Libraries Conference & Exhibition on March 1-3, 1993 in Washington, DC at a cost not to exceed $4,000.

Capital Funds Committee. Ms. Wright reported that a meeting of the Capital Funds Committee was held on December 10. The Committee discussed several items including the formation of a Friends group, contacting local foundations and development of a twenty year financial projection.

Personnel Committee. Dr. Bannerot reported that a meeting of the Personnel Committee was held Friday, December 11. Dr. Ranson informed the Committee of the situation in respect to the optical/dental insurance and the outcome of the recent bid process. After discussion, on motion by Dr. Bannerot, seconded by Mrs. Chilton and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are authorized to accept the bid proposal submitted by Mountain State Blue Cross and Blue Shield for optical and dental insurance effective January 1, 1993 or as soon thereafter as feasible and,

FURTHER RESOLVED, That current coverage with Mutual of Omaha be cancelled effective December 31, 1992 or as soon thereafter as feasible.

Membership Committee. Mrs. Chilton welcomed Mrs. Russell to the Membership Committee. She reminded the Board of Directors that one position remains vacant on the Board due to the recent resignation of Mr. Santrock. Mrs. Chilton asked that the members of the Board submit recommendations for this vacancy to the Membership Committee.

There being no further business, the meeting was adjourned.

John L Raney
President

Linda T. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 11, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 11, 1993 at 3:30 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mrs. Russell
Ms. Glasser	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Ms. Thomas
Mrs. Reynolds	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Dr. Bannerot, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Rugeley, seconded by Ms. Thomas, and unanimously carried, the Minutes of the December 14, 1992 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Smith, and unanimously carried, the payment of Book Bills in the amount of $42,042.95 and General Bills in the amount of $61,940.12 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,198.16 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Rugeley, seconded by Mrs. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December 1992, included were the following:

> December was less busy than November, but had a considerably higher level of activity than December 1991. Circulation systemwide was up 15%. Some of the busier locations were Clendenin +58%, Glasgow +48, Elk Valley +28%, Dunbar +22% and Cross Lanes +21%. For the year circulation is up 7% with some of the busier months yet to come. December was also one of the busiest months so far this year for the Technical Services Department as they processed 2,668 items for the collection.
>
> We had an extremely successful Food for Fines, Food for Thought campaign this year. The number of food items collected was 10,596 compared to 7,300 last year for an increase of 45%. A total of 5,074 fines totaling $21,476.64 were forgiven. As usual the food was distributed to

food pantries in the communities where the food was donated.

The VTLS Technical Support Analyst visited KCPL on December 3 & 4 as part of our annual Account Management Service. He spent part of one day with Karen Arnett, our Automation Manager. A good part of the second day was spent with staff members. A number of the staffs' questions were met with a response of "no that can't be done" recommending that we submit an enhancement request to VTLS. The analyst also spent time with staff highlighting the changes in the software incorporated in the new software release we will install this spring.

A week after the VTLS visit we had a demonstration by Dynix, a VTLS competitor. The representative was extremely well versed in the product and was quite knowledgeable about public library operations. The first reaction from staff was that there were features that would enhance our service capabilities. Staff members were requested to submit reports regarding the demonstration.

Our Public Relations Officer, Cindy Hagerman, left us in December due to her husband's transfer to Virginia. She did a great job and will be missed. Cindy Cook, our new PR Officer, joined us December 21. She is from South Charleston and has a BA in Journalism from Marshall and has over three years experience in public relations work.

The Legislative reception was held on December 9. We had 7 legislators attend as well as a representative for another legislator. Most of those who attended were newly elected. I want to thank Karen Arnett, Terri McDougal, Sara Sue Wright and Marilyn Henstock for their presentations and/or assistance in making this a successful event. I also want to thank the Board members who attended.

This report ends on a very sad note. Danny Dixon who had been a member of the staff at the Dunbar Branch since 1983 passed away December 14. Late last spring Danny was diagnosed with arterial lateral sclerosis. Danny will be missed by the staff and patrons at Dunbar and will be remembered particularly for the talent he had with doing eye catching displays.

Report of Committees:

Capital Funds Committee - Ms. Thomas, Chair reported that a meeting of the Capital Funds Committee was held January 7, 1993 to discuss several items including drafting a letter to Senator Byrd concerning our space needs, formation of a Friends group, creating funding for a Development Office, contacting local foundations, and discussion of a twenty year financial projection.

Financial Affairs Committee - Mr. Kauffelt, Chair reported the need to generate the annual Municipal contributions letters regarding each Branch Library. Ms. Wright explained that the formula used to arrive at the requested amounts from the municipalities and is based on the rate of .01 cents per $100, .02 cents per $100 and .04 cents per $100 to the particular cities property assessment valuations for Classes I, II, and IV respectively. The advisory boards in each unincorporated community are asked to contribute $3,000 towards the operation of their branch. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton and unanimously carried, the following resolution was adopted:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 1993/94.

Branch Location	Contribution FY 93/94
Clendenin	$ 4,635
Cross Lanes	3,000
Dunbar	31,719
Elk Valley	3,000
Glasgow	3,000
Marmet	7,560
Sissonville	3,000
St. Albans	42,468
Total	**$ 95,382**

Mrs. Rugeley, Second Vice President, temporarily assumed the chair to allow Dr. Bannerot to present the Personnel Committee's report.

Personnel Committee - Dr. Bannerot, Chair reported that the Personnel Committee had met to consider the appeal of Ms. Yvonne Farley. After discussion and upon a motion by Dr. Bannerot, seconded by Ms. Glasser and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors affirms the transfer of Ms. Farley from the St. Albans Branch Library to the Charleston Reference Department; and

FURTHER RESOLVED, That the Board of Directors finds that the appropriate salary grade to be Step E of Level 34, namely $25,009 per year, based on previous reference experience, retroactive to date of transfer being September 25, 1992.

Employment Extension Request. After discussion and upon a motion by Dr. Bannerot, seconded by Ms. Thomas and unanimously carried, the following resolution was adopted:

RESOLVED, That Kimberly Snodgrass' temporary employment be extended until June 30 1993; and

FURTHER RESOLVED, That $10,000 be transferred from the contingency line item in the 1992/93 budget to the appropriate salary line item to cover this expense.

After discussion about personnel matters Dr. Bannerot resumed the Chair.

Long Range Planning Committee - Mrs. Rugeley reported that the consultant's response to the Committee's proposed space needs plan was received and mailed to each Board member. After discussion and upon a motion by Mrs. Rugeley, seconded by Ms. Chilton and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors adopts the Long Range Planning Committee's proposed Comprehensive Countywide Space Needs Plan.

Addendum - A copy of the Twenty Year Plan to Address the Library system's Space Needs is hereby attached to the minutes of this meeting.

Old Business:

Membership Committee - Ms. Chilton asked that the Board of Directors submit to the Membership Committee names to be considered to fill a vacant seat on the Board.

New Business:

Newspaper Article - Mr. Moss reported on a recent conversation he had with a reporter regarding an article on the library.

There being no further business, the meeting was adjourned.

Jon M. Ingalls G. Simmons III
President

Linda L. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Twenty Year Plan To Address the Library system's Space Needs

INTRODUCTION

In 1991 the Kanawha County Public Library Board of Directors approved a Long Range Plan. In this plan six goals were identified for the Library system to work towards. One of these goals was ***"to ensure that Kanawha County Public Library has sufficient and modern facilities."*** To address this goal the Library solicited nationally a request for proposal to undertake an independent study of the Library system's space situation. In June 1991 a contract was awarded to Professional Library Consultants, P.A. and their report was submitted in February 1992. The Long Range Planning Committee of the Board of Directors reviewed the report and solicited feedback about the report from the staff and local branch library advisory boards or reaction panels of active library users in branch communities without advisory boards. During the summer of 1992 the Long Range Planning Committee evaluated all this information and formulated a proposed twenty year plan to deal with the library system's space inadequacies. During the fall of 1992 the Committee solicited response from the staff and the local branch library advisory boards and reaction panels. This information was reviewed by the Committee and the proposed twenty year space plan was presented to the Kanawha County Public Library Board of Directors at its January 11, 1993 meeting and adopted.

The Twenty Year Plan has been divided into the following three phases: Phase I - 1993-1997, Phase II - 1998-2002, Phase III - 2003-2012.

The plan has been organized by areas of the County: Up Elk covers the present Elk Valley and Clendenin branches; the Western Area of the County includes the branches in Sissonville, Cross Lanes, St. Albans, and Dunbar as well as the Nitro Public Library; the Upper Valley refers to the present Glasgow and Marmet branches and the Main Library refers to the facility in downtown Charleston. A dialogue will be maintained with the South Charleston Public Library in order to keep them apprised of the Kanawha County Public Library's decisions and progress on projects.

NOTE: This plan is predicated on funds being available.

UP ELK

Phase I - Operation of the current branches in Clendenin and Elk Valley would continue. These facilities are adequate in size at the moment. During Phase I concerted efforts would be made to improve the usage of both facilities with particular attention given to Clendenin.

Phase II - The situation in the Up Elk area would be reevaluated as to the change, if any, in the demographics, commercial activities, school consolidation, library usage, etc. At this time consideration would be given to possibly developing a regional library for the area as was recommended by Professional Library Consultants.

Phase III - If a decision were reached in Phase II to build a new building or buildings, the implementation of that decision would occur in this phase.

WESTERN AREA OF THE COUNTY

Phase I - The Board believes the most immediate need for additional space in the Library system is in the Cross Lanes and Sissonville branches. During this phase new facilities would be built in each of these communities targeted to open in 1995. In Cross Lanes a building of 5,000-7,000 sq.ft. would be built and in Sissonville a building of 4,000-6,000 sq.ft. In both instances the buildings would be designed and constructed with the expectation that they may each possibly need additions of several thousand square feet. A site would be selected that would recognize that eventually a building of 8,000-10,000 sq.ft. with adequate parking might be needed in each location. As the current buildings in these two communities are only 1,200 sq.ft., these larger buildings would result in significant increases in space, and would allow a determination to be made of the community response to this size facility rather than immediately constructing buildings of 8,000-10,000 sq.ft. as recommended by Professional Library Consultants.

The citizens in the Dunbar and St. Albans communities have done such a good job in the past of planning and building libraries of sufficient size to serve their citizens that it is anticipated that no additional space is needed during Phase I. Also during Phase I discussions would be held with the Board of the Nitro Public Library regarding their status as an affiliate.

Phase II - A reevaluation would be made of the library situation in this area of the County. Particular attention would be given to the impact, if any, on the use of the St. Albans library once a much larger facility is available in Cross Lanes. There are currently Cross Lanes residents using the St. Albans facility due to the inadequacy of the collection and reading space in the present Cross Lanes facility. An evaluation would also be made of the demographics, commercial development, residential expansion, etc. This reevaluation would also need to review the possibility of the need for additional space at the Cross Lanes and Sissonville branch libraries in light of the fact that initially only approximately sixty percent of the total space recommended by Professional Library Consultants for each facility would be constructed. In the instance of the Dunbar Library the interior space would be remodeled to provide more space for childrens services as recommended in the study done by Professional Library Consultants.

Phase III - The decisions reached in the reevaluation process would be implemented.

UPPER VALLEY

Phase I - The Board realizes there is a very definite need for more library space in the Upper Valley. However, there are several important developments that are tentatively planned in this area in the next several years that could impact the location of a library facility. The Chelyan Bridge located just east of the Quincy Center shopping area is scheduled to be replaced. The bridge is currently in very bad repair impacting the use of it by residents on the south side of the river who might otherwise consider coming to the Quincy Center to shop. Also, the Kanawha Rapid Transit (KRT) system does not now use the bridge because of its condition. The Kanawha County School system is currently trying to gain approval for state financing of a consolidated high school to be located in the vicinity of Quincy Center that would serve all students in grades 9-12 in the Upper Valley. If the school system were to build such a facility, the Library should take this into consideration in determining a site for a facility in the Upper Valley given the level of use school students make of the library's facilities. In any case Kanawha County Public Library would work during Phase I to determine a site for a facility in the Upper Valley that would accommodate a community library of approximately 7,000 sq.ft. and would have additional space to house the Extension Services (bookmobile service in particular) currently located in the basement of the Main Library in Charleston. This recommendation regarding relocation of the library system's extension services was made by Professional Library Consultants. This relocation would be more efficient as the vast majority of the bookmobile's stops are in the Upper Valley area. Construction of this new facility would begin at the very end of this phase. Meanwhile, the Glasgow and Marmet branches would continue to operate.

Phase II - The new Upper Valley facility would open in 1998 at which time the Glasgow and Marmet libraries would close. At the end of Phase II a reevaluation would occur to determine the response of the community to the new library, if the population is continuing to decline and other demographic changes, commercial development, etc. The reevaluation would determine if the new Upper Valley facility is adequate; if not, is more space needed at this site or is a second community library needed in the Upper Valley area to better serve more of the citizens in this area of the County.

Phase II - The decisions reached in the reevaluation process in Phase II would be implemented as applicable.

BOOKMOBILE

Phase I - The present bookmobile would continue to operate serving primarily the residents in the Upper valley area.

Phase II - Depending on the decisions made in the reevaluation regarding the branches in various areas of the County, the bookmobile and its delivery of service would also be reevaluated. In particular, the recommendation by Professional Library Consultants to add a second unit would be studied.

Phase III - Decisions made in the reevaluation process in Phase II would be implemented.

HIGH TECH PILOT

Phase I - A committee of the library staff and community members knowledgeable about information technology would be formed. The committee would develop a plan to try to incorporate more information technology into the Library's service delivery. The committee would select two or three sites to implement this plan. The plan would be implemented in 1994 provided funding is identified for this project.

Phase II - The pilot project implemented in the previous phase would be evaluated for possible expansion of projects to other locations in the system.

(Editorial Note: With the pace of development in the field of information technology, the evaluation process would most probably have to occur earlier than Phase II.)

MAIN LIBRARY

It is the decision of the Board to follow the prime recommendation made in the study performed by Professional Library Consultants to build a new main library facility in downtown Charleston. A building of 65,000-75,000 sq.ft. would be built rather than the 55,000 sq.ft. facility the study recommended. The Board believes that given the nature of the Main Library's collection and the Library's position as a state resource, the turnover rate the study used in determining the shelf space needed is not achievable. Therefore, more space for shelving would be required. The Board also believes more work space is needed than the Consultants recommended in order to afford each full time staff member an individual work station.

Phase I - A Main Library Building Task Force would be appointed to oversee the project. Discussions would be initiated with various organizations who would have an interest in the location of the new facility (Charleston Urban Renewal Authority, Charleston Regional Chamber of Commerce, Business and Industrial Corporation, Charleston Renaissance, City of Charleston Planning Office, Kanawha County Planning Department, etc.) Early in this phase minor remodeling and rearrangement of space in the present Main Library facility would be undertaken in order to try to make some small improvements in service and staff work space.

Phase II - If not already determined the site would be finalized. A building program would be written and an architect hired. If not already underway, fund raising would begin. If applicable, the site would be prepared and construction would commence in 2002.

Phase III - Construction would continue. New facility would open in 2004.

Adopted by the Kanawha County Public Library Board of Directors January 11, 1993.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 8, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 8, 1993 at 3:30 p.m. in the Board Room of the Library. The following members were present:

Ms.	Chilton	Mrs.	Rugeley
Mr.	Fontalbert	Mrs.	Russell
Mr.	Kauffelt	Mrs.	Sloan
Mr.	Moss	Mrs.	Smith
Mr.	Ray	Mr.	Smith
Mrs.	Reynolds		

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Ms. Chilton, and unanimously carried, the Minutes of the January 11, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $37,392.33 and General Bills in the amount of $71,913.94 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,198.16 duly certified and approved in accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January 1993, included were the following:

> The Reference Department has been quite busy the past two months on weeding projects. The number of shelves needed to house the materials in Room 97 has been reduced by one third due to the weeding of materials. During late December and early January all the remaining materials were consolidated and shifted. Also during the past two months a great deal of work has gone into deleting and boxing backfiles of periodicals that had been identified in a study done last year as having very little or no use to warrant the space to house them.
>
> Yvonne Farley of the Charleston Reference staff held an in-service workshop for branch staff on reference resources. This is the first of a series of workshops that are aimed at improving the knowledge and use of reference resources.

The Reference Department received a donation of books from the West Virginia Contractor Licensing Board to help individuals pass the examination necessary to obtain a contractor license. This is the second set of these materials the Licensing Board has provided.

Usage of the Audiovisual Department continues to grow with almost each month. A record 2,000 items were circulated in January. These materials are for the most part cassettes and compact discs. The videos are checked out at circulation and in childrens.

KCPL participated in the Womens and Childrens Hospital Baby Shower event held on Saturday, January 16th. Cindy Cook, Public Relations Officer and Diana Grant, Public Relations Assistant, distributed a parenting bibliography, information about library services and library card applications to approximately 250 people. Cindy Cook also did an exhibit during January about the library system and its services to the 1993 Leadership program sponsored by the Chamber of Commerce.

Quite a bit of interior painting of areas of our buildings has been done over the past several months. Some of the areas painted include the public area in the Clendenin Branch, the work room in the Dunbar Branch and the Technical Services Department in Charleston.

Report of Committees.

Personnel Committee. Mr. Fontalbert and Ms. Wright gave an overview of the meeting held January 21, 1993 and reported that the Committee completed an appeal of disciplinary action. The Committee also discussed the turnover rate which is lower compared to previous years, approved the use of the revised performance evaluation documents, and approved salaries and benefits recommendations as outlined in the FY 93/94 Budget.

Long Range Planning Committee. Mrs. Rugeley outlined the meeting which was held January 18, 1993 and reported that the Committee has recommended to Mr. Ray that he appoint a Task Force for Buildings along with a High Tech Task Force. She stated that the Committee has approved a response to public inquiries about our space plan, which reads as follows:

> The Kanawha County Public Library system Board of Directors has adopted a broadly conceptual space needs plan to improve the Library system and services, to be accomplished in three phases over a period of 20 years. We now have a number of special committees working out the details of the implementation.

The Long Range Planning Committee will now begin working on revising the original Long Range Plan.

Financial Affairs Committee. Mr. Kauffelt reported that a meeting of the Financial Affairs Committee was held on February 2, 1993 to consider the following:

1. Library Appreciation Dinner. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Board of Directors of Kanawha County Public Library system invite the Mayors or Representatives of each city of Kanawha County, by letter, to be our guest at the 20th Annual Library Appreciation Day Dinner to be held at the Charleston Civic Center on Tuesday, March 23, 1993, and
>
> FURTHER RESOLVED, That the cost of $18-$20 per ticket be paid by the Board of Directors of the Kanawha County Public Library system.

2. Investment of Funds.

After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to invest in U.S. Government bond mutual funds up to fifty percent (50%) of the monthly balance in the Library's special funds and gifts account.

3. Transfer funds. After discussion and upon a motion by Mr. Moss, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That in order to maintain purchasing functions that require a positive balance in each line item, the Library Director and the Administrative Services Officer, with the approval of the Finance Committee, are hereby authorized to transfer funds from one line item to another provided the approved fiscal year budget total is not exceeded.

4. Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1993, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of the Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and

RESOLVED FURTHER, That the officers of the Library Board of Directors be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha authorized by the said statute, in order to provide for the support, maintenance and operation of the Kanawha County Library.

Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1993, which has been approved and adopted by the Library Board, be transmitted to the City of Charleston by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of the Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and

RESOLVED FURTHER, That the officers of the Library Board and the Directors be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1993, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and
>
> RESOLVED FURTHER, That the President of the Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and
>
> RESOLVED FURTHER, The officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

New Business.

State Grant-In-Aid. Ms. Wright shared information that was received from the West Virginia Library Commission about state grant-in-aid. A budget chart from the Library Commission was distributed and discussed and is hereby attached to the minutes of this meeting. Mr. Ray will write letters to each Member of the Kanawha County delegation addressing the subject of State Grant-In-Aid.

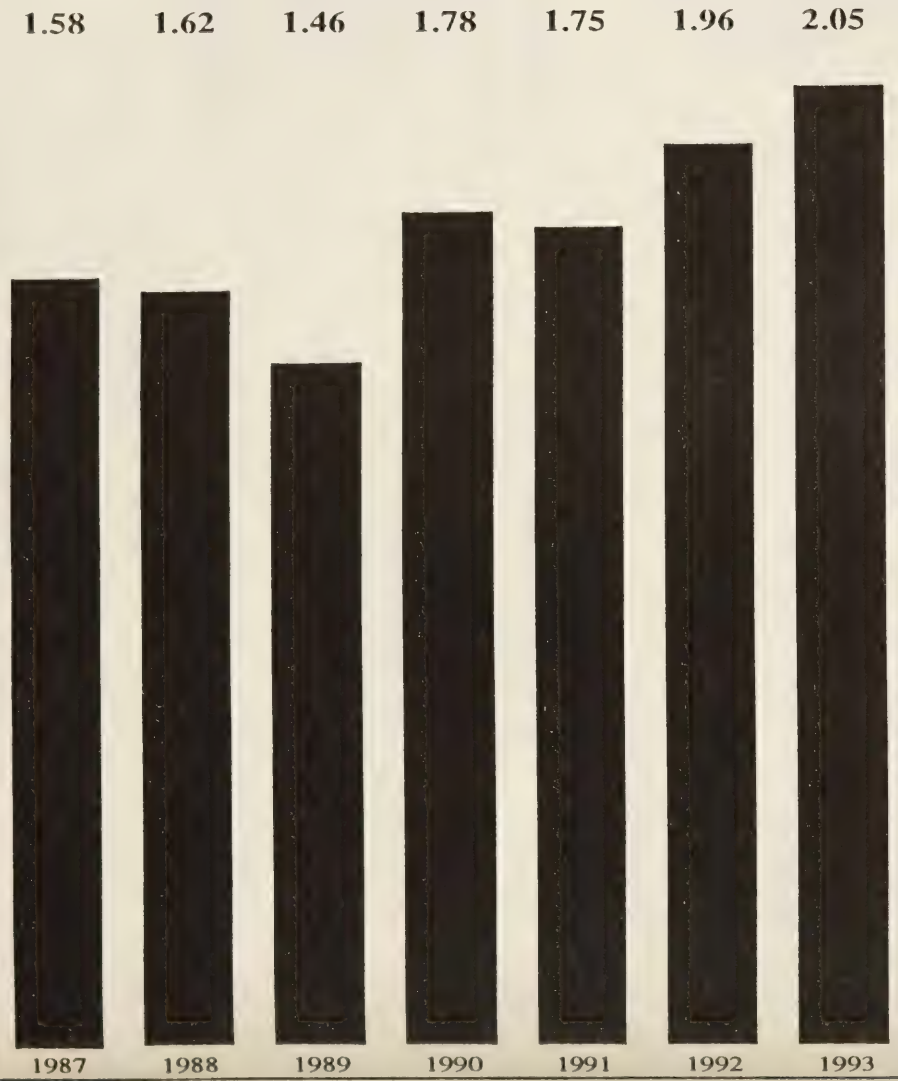
There being no further business, the meeting was adjourned.

John L Ramey
President

Linda E. Wright
Secretary

STATE BUDGET
BILLIONS $

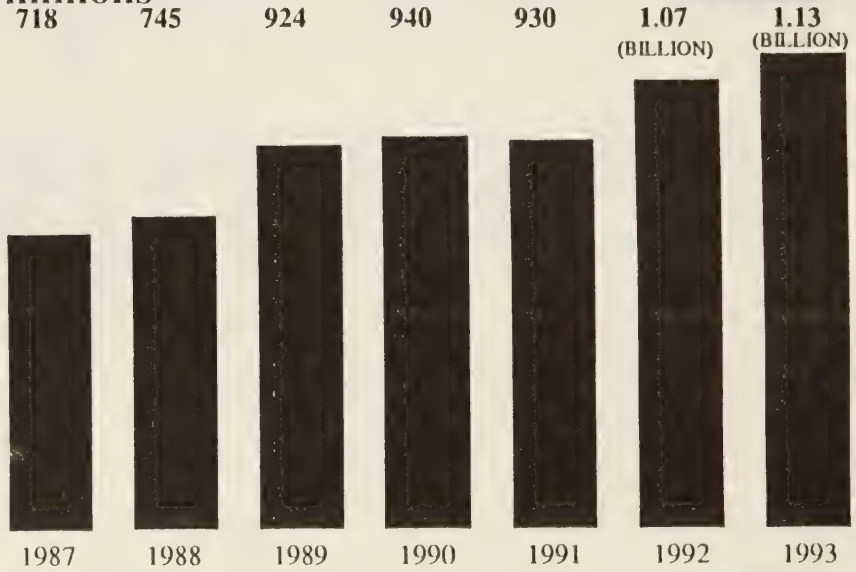
% of Change +29.7



Sources: Executive Budget 1992-1993, 1987-88 et al

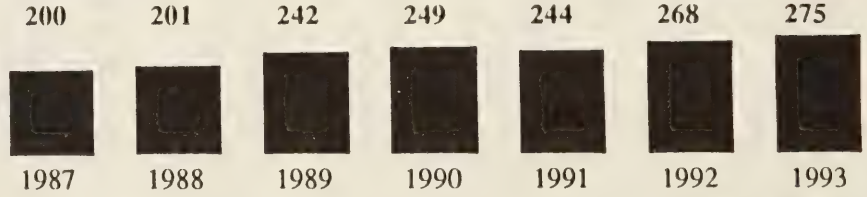
Public Education
STATE BUDGET $
millions

% of Change +57.4



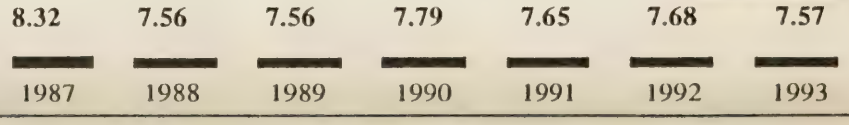
Higher Education
STATE BUDGET $
millions

% of Change +37.5



Library Commission
STATE BUDGET $
millions

% of Change -9.0



KANAWHA COUNTY PUBLIC LIBRARY

1993/1994 BUDGET

EXPENDITURES

Salaries	1992/1993	1993/1994
Full-time Professional	$669,601	$696,383
Part-time Professional	35,556	29,035
Full-time Paraprofessionals	1,091,870	1,144,707
Part-time Paraprofessionals	176,928	198,128
Substitute Professionals	9,200	9,200
Substitute Paraprofessionals	32,200	41,800
Salaries Subtotal	***2,015,355***	***2,119,253***
Benefits		
Education	3,000	4,000
Parking	10,000	10,000
Retirement	110,063	143,794
FICA	153,233	161,552
Health Insurance	240,000	262,000
Dental Insurance	17,200	17,200
Vision Insurance	3,870	3,870
Disability Insurance	7,000	8,000
Workers Compensation	13,087	12,460
Unemployment Compensation	15,000	10,000
Subtotal	572,453	632,876
Salaries & Benefits Total	***2,587,808***	***2,752,129***
Materials for Collection	518,500	548,500
Reserve for Improved Collections	0	23,500
Collection Materials Total	***518,500***	***572,000***
Building and Equipment		
Automation Equipment	7,500	12,000
Automation Repair & Maintenance	50,000	50,400
Automation Software	0	2,500
Building Repair & Maintenance	49,000	49,000
Building Improvements	39,000	39,500
Equipment Repair & Maintenance	7,050	8,440
Equipment Purchase	19,750	26,094
Rental, Equipment & Vehicle	1,000	1,000
Vehicle, Purchase	17,988	18,000
Vehicle, Gas & Oil	6,025	5,975
Vehicle, Maintenance	5,300	5,800
Copier Expenses	7,300	6,800
Rental Copier Expenses	11,500	14,800
Building and Equipment Subtotal	***221,413***	***240,309***

KANAWHA COUNTY PUBLIC LIBRARY
1993/1994 BUDGET
EXPENDITURES - Page 2

	1992/1993	1993/1994
Personnel		
Interviews	1,200	1,200
Travel & Training	17,500	19,000
Employee Parking	0	7,000
Personnel Subtotal	***18,700***	***27,200***
Public Relations		
Printing	8,000	8,620
Programs	4,000	4,000
Advertising	1,200	2,875
Duplicating Expenses	2,365	3,440
Public Relations Subtotal	***15,565***	***18,935***
Supplies		
Office Supplies	14,380	14,740
Automation Supplies	11,000	11,000
Library Supplies	28,850	29,690
Housekeeping Supplies	8,685	9,375
Supplies Subtotal	***62,915***	***64,805***
Utilities		
Electricity	89,550	89,550
Water	6,625	6,965
Sewerage Treatment	3,185	3,515
Natural Gas	9,000	11,000
Fire Service Fee	750	750
Telephone	23,725	24,625
Trash Removal	2,415	2,535
Utilities Subtotal	***135,250***	***138,940***
Other		
Collection Expense for Overdue Materials	2,500	2,500
Postage/Freight	49,895	49,895
Refunds	900	900
Memberships	2,400	2,400
Audit	3,000	3,300
Property and Casualty Insurance	25,000	25,000
OCLC Cataloging Expense	29,000	29,000
Miscellaneous	1,000	1,000
Professional Fees	0	10,000
Sales Tax	0	1,400
Capital Expenditure Reserve	0	109,324
Booksale	0	2,500
Other Subtotal	***113,695***	***237,219***
Contingency	30,000	35,000
TOTAL	***$3,703,846***	***$4,086,537***

KANAWHA COUNTY PUBLIC LIBRARY

1993/1994 BUDGET

INCOME

	1992/1993	1993/1994
Levying Authorities		
Board of Education	$1,198,469	$1,365,953
County Commission	1,198,469	1,365,953
City of Charleston	454,814	489,120
Subtotal	***2,851,752***	***3,221,026***
State Grants		
Grant In Aid	552,146	552,146
(@ 2.93 per capita for 93/94)		
Nitro Administrative Fee	3,239	3,239
Special Grant	37,500	37,500
Institutions Grant	16,944	16,944
Subtotal	***609,829***	***609,829***
Branch Support		
Clendenin	4,247	4,635
Cross Lanes	3,000	3,000
Dunbar	29,444	31,719
Elk Valley	3,000	3,000
Glasgow	3,000	3,000
Marmet	6,829	7,560
St. Albans	36,745	42,468
Sissonville	3,000	3,000
Subtotal	***89,265***	***98,382***
Other		
Fines and Fees	55,000	60,000
Interest	30,000	12,000
Miscellaneous	28,000	45,300
Jacobson Fund	40,000	40,000
Subtotal	***153,000***	***157,300***
GRAND TOTAL	***$3,703,846***	***$4,086,537***

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 8, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 8, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr.	Bannerot	Mr.	Rolston
Ms.	Chilton	Mrs.	Rugeley
Mr.	Fontalbert	Mrs.	Russell
Ms.	Glasser	Mrs.	Smith
Mr.	Kauffelt	Dr.	Wallace

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Dr. Bannerot, 1st Vice-president, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Russell, seconded by Mr. Rolston, and unanimously carried, the Minutes of the February 8, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $26,782.59 and General Bills in the amount of $58,467.92 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $992.31 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February 1993, included were the following:

> February was as usual one of our busier months. Federal and State tax forms were displayed for patrons who rely on the library for these forms, particularly the specialized forms. Also in February tax help was available at most locations from VITA volunteers to those who met the income requirements and to senior citizens through AARP volunteers.
>
> In honor of Black History Month we hosted a Chautauqua performances by George Bundy of Booker T. Washington at Clendenin, Marmet and Charleston.
>
> St. Albans had a unique display of old Valentine's Day cards by Elizabeth Stone, a St. Albans Board member.

An initial meeting was held of the newly appointed Clendenin Library Advisory Board. The Board will now consist of ten members. The new Board members are very interested in the library and were enthusiastic about working with the librarian to see that the library and its services become better known in the Clendenin area.

Members of the Charleston Children's staff held a workshop for teachers on February 18 on childrens author Joanna Cole. This author was selected by Read Aloud West Virginia to be the annual featured author in March.

Plans for the 1993 summer reading programs are underway. The Children's staff presented a workshop in February to help the branch libraries with planning programs for our Summer Space Odyssey. The Young Adult Committee has also been busily working on their summer program which is entitled "Inner Space: A Personal Journey in 1993".

The Library was notified that we had our grant application to the Jacobson Foundation for $4,550 approved. These funds will be used to purchase seven sets of 53 books each for children in grades three to six on the United States. This will enable us to have current information and to better meet the demand for this type of information for school assignments.

It is my pleasure to report that KCPL has again won a National Achievement Citation from the Public Library Association. This year we submitted our drive up window service as our entry as a result of requesting suggestions from the management staff. Sara Sue Wright, Head of Reference, made the suggestion and supplied the justification that was used in part of the submission.

Report of Committees,

Financial Affairs Committee. Mr. Kauffelt reported that a meeting of the Financial Affairs Committee was held on February 23, 1993 to consider the following:

1. Transfer of Funds. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, the following resolution was adopted:

RESOLVED, That the Board of Directors authorizes the Director to increase the 1992-93 Budget by $21,600 and to distribute said amount to the following line items:

1. $6,600 to the Employee Parking.

2. $10,000 to Book Sale Furniture and Equipment Purchases

3. $5,000 to St. Albans Rental Copier Expense

2. Investment of Deskins Estates Funds. After discussion and upon a motion by Mr. Kauffelt, seconded by Dr. Wallace, the following resolution was adopted:

RESOLVED, That the Board of Directors authorizes the sale of the stock transferred to the Library from the Deskins Estate and that the revenue realized be placed in a Special Funds account.

Long Range Planning Committee. Mrs. Rugeley reported that a meeting of the Long Range Planning Committee was held on February 15, 1993 to consider the following:

1. Branch Library Advisory Boards. The Committee is currently working on defining the roles of the Branch Library Advisory Boards. A letter will be formulated to address this issue along with meetings scheduled with each Branch Library Advisory Board.

Personnel Committee. After discussion and upon a motion by Dr. Bannerot, seconded by Mrs. Russell, the following resolution was adopted:

> RESOLVED, That up to four staff members be authorized to attend the VTLS Workshops and VTLS Eastern Users Group meeting from April 12-15, 1993 at Blacksburg, Virginia and the expense be paid in an aggregate amount not to exceed $1,400.

Capital Funds Committee. Ms. Wright reported that a meeting of the Captial Funds Committee was held on February 11, 1993 to consider the following:

1. Letter to Senator Byrd. This letter was mailed and a response from Senator Byrd's office has been received. Mr. Blane Michael, Esq. has made additional contact with the Senator's office and our initial letter is being reviewed for the second time.

2. Development Office. Ms. Wright was asked to read a resolution that authorized the creation of this office from the Board of Directors Minutes in January 14, 1991.

The Capital Funds Committee along with the approval of the Financial Affairs Committees requested that the Board of Directors now move forward to fill this position. Funding for this position was discussed along with salary and benefit requirements.

3. Friends Groups. The Committee is continuing to gather information on centralized friends groups and/or branch library friends groups.

There being no further business, the meeting was adjourned.

Frederick G. Bauernfeind
1st V. President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 12, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 12, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mrs. Reynolds
Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Ms. Glasser	Mrs. Sloan
Mr. Kauffelt	Mr. Smith

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Dr. Bannerot, 1st Vice-president, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the March 8, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $65,377.62 and General Bills in the amount of $77,273.10 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,833.45 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March 1993, included were the following:

> KCPL was closed on Saturday and Sunday, March 13 & 14 due to the blizzard of '93 and the morning hours on Monday, March 15 to allow us to get snow removed from parking areas of various locations. The only problem other than snow removal was a leak in the Administrative Office. Despite being closed for two days for the snow our circulation was up five percent from last March.
>
> Our computer system was down from Friday, March 19 through Wednesday, March 24 to install the new release of the VTLS software. The new release came with 21 pages of instructions for its installation. The Automation Department staff, Karen Arnett and Sandy Dempsey, spent the first two weeks of the month visiting each location to

set up the back up system and to review instructions they had prepared for using it. Karen Arnett worked over twenty-four additional hours to keep the various jobs running over the weekend and in early morning and late evening hours in order to minimize the amount of time we were down. Karen and Sandy are to be congratulated on the planning and execution of this installation of the new software. The public service staff is to be commended for their efficient use of the back up system and for their patience and creativity in fielding questions from the public with very limited resources to draw upon.

An estimated 300 people attended a book signing by well-known children's author Tomie DePaolo in the Charleston Children's Department on March 18 from 6-7:30. While Mr. DePaolo signed books his stories were read in the Ray Room by members of Read Aloud West Virginia, the co-sponsor of this very successful event.

Willard Reynolds of the Bookmobile staff, did two programs of singing and telling Appalachian folktales during the Bookmobile's regular stops at Grandview and Midland Trail elementary schools. Willard received thanks you letters from the students for his efforts. Pat Knight from the Extension Department staff prepared a bibliography to distribute to the students during the program.

All locations began the spring pre-school story time series. Some locations, Dunbar, Cross Lanes, St. Albans and Charleston, have more than one session each week to handle the demand. The staff members in each location put a great deal of effort into planning and presenting these programs. Each location had programs featuring the works of author Joanna Cole. One of the most interesting events was a Dress Ms. Frizzle contest at Sissonville. There were 133 entries displayed in the branch featuring ways of outfitting this character.

Report of Committees

Capital Funds Committee. Ms. Wright reported that a meeting of the Capital Funds Committee was held on March 19, 1993 to consider the following:

Development Officer. A letter was sent to the Benedum Foundation to inquire if they would consider the possibility of assisting in the funding of this position. They have acknowledged receipt of our request and have assigned it to a case manager. The Committee is also moving ahead with plans for the creation of a foundation.

Financial Affairs Committee. Mr. Kauffelt reported that a joint meeting of the Capital Funds Committee and the Financial Affairs Committee was held on March 19, 1993 to consider the following:

Preliminary Building Program. A request was made for a preliminary building program to assist with possibly building a new Main Library. After discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director is authorized to contract with Professional Library Consultants, P. A. to develop a preliminary building program for the proposed new Main Library at a cost not to exceed $4,500.

Long Range Planning Committee. Mrs. Rugeley reported that a meeting of the Long Range Planning Committee was held on March 22, 1993 to consider the following:

1. Branch Advisory Boards. The Committee will be sending a letter to each Library Advisory Board to determine what each board sees as its current role in relation to their local library as well as the Kanawha County Public Library Board and to ascertain if each local board believes there are other ways they can be of assistance and if so what they are.

2. St. Albans meeting. Mrs Rugeley gave an update on a recent meeting with the St. Albans Advisory Board concerning their role as an Advisory Board and other items discussed such as communications and working relationship with the Kanawha County Public Library Board.

New Business.

West Virginia Legislature House Bill 2774. Ms. Wright gave an overview of Section 11-8-6H (attached) of the House Education Funding formula Bill 2774. The language in this particular section of the Bill affects West Virginia libraries with Special Bills pertaining to funding formulas. If the bill should pass Kanawha County Public Library system would stand to lose considerable funds depending on the various ways the wording of this section can be interpreted. Ms. Wright gave the current status of the Bill, which has been held over for the extended session of the West Virginia

WHEREAS, the Board of Directors of the Kanawha County Public Library system would like to take this occasion to recognize the excellent work of the staff of the Kanawha County Public Library system,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extends special recognition and appreciation to all members of the Library staff for their work in providing high quality library services to the citizens of Kanawha County.

Staff Recognition.

A staff member recently resigned after completing twenty-one years of service. The Library Director thought it would be appropriate to recognize her years of service to the Kanawha County Public Library system. After discussion and upon a motion by Mrs. Chilton, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors of Kanawha County Public Library records with regret the resignation effective March 24, 1993 of Mrs. Susan Chase; and

RESOLVED FURTHER, That the Library expresses its appreciation for her twenty-one years of conscientious and capable service in the Children's, Extension and Technical Services Departments;

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Mrs. Chase.

Legislature. The Bill has been sent to a Conference Committee and a meeting of said Committee will be scheduled in the very near future. After discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors hereby grants authorization to the Library Director to submit a letter to each Conference Committee member along with a copy of the letter to each Kanawha County Delegate; and

FURTHER RESOLVED, That the letter would clearly state that the Board of Directors requests the deletion of Section 11-8-6H (attached) of the House Education Funding formula Bill 2774.

National Library Week. Ms. Wright reported that National Library Week is April 18-24, 1993, which would be an appropriate time to recognize and commend the Library staff for their hard work throughout the year. A punch and cookie party will be provided for the staff of the Main Library and the Library Director will take cookies to each Branch Library. Upon a motion by Mr. Moss, seconded by Mrs. Russell, and unanimously carried, the following resolution of Appreciation was adopted:

WHEREAS, April 18-24, 1993 is to be celebrated as National Library Week, and

WHEREAS, all year long the highly dedicated and competent staff members of the Kanawha County Public Library system work very hard to meet the increasing use of our libraries and to provide a wide variety of library services to the citizens of Kanawha County, and

There being no further business, the meeting was adjourned.

Frederick J. Baumann
1st Vice-President

Linda L. Knight
Secretary

House Bill 2774

Section 11-8-6H of the Senate Education Formula Bill 2774 which states:

Notwithstanding any other provision of law or of any local bill passed by the Legislature, where any governmental entity such as a library or park board or other such entity is permitted to levy against the maximum allowable regular, special, or excess levy of any county commission, board of education, or municipality, such special or directed levy shall be no greater, as a proportion of the respective regular, special or excess levy as was originally permitted when such levy was established.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 10, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 10, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr.	Bannerot	Mrs.	Reynolds
Ms.	Chilton	Mrs.	Rugeley
Mr.	Kauffelt	Mrs.	Sloan
Mr.	Moss	Mr.	Smith
Mr.	Ray	Mr.	Stewart

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the April 12, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $35,964.87 and General Bills in the amount of $72,181.73 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $917.23 duly certified and approved in accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April 1993, included were the following:

> "When She Was Young in the Mountains" a program to highlight works of award winning children's author Cynthia Rylant who is a native of West Virginia, was offered to each branch by Terri McDougal, Head of Childrens Services.
>
> Phyllis Clendenin, Acting Head of Extension Services, and Extension Department staff members Pat Knight and Willard Reynolds offered an in-service training workshop to other staff members to explain the different services of the Department and how they operate. Other staff members in the Department also contributed to this very successful effort.
>
> Fine Free Week was offered during National Library Week. Postcards were sent to patrons who had overdue items, that were overdue for the

period November 1, 1992 through March 30, 1993. Over 6,000 overdue items were returned. Of course, some of these items were overdue from before November 1992. Also, during National Library Week our volunteers were recognized. The works of local artist, Phil Ruske were displayed in Dunbar. Mr. Ruske learned about painting techniques by using books from the library. His story very ably proved the theme for the week "Libraries Change Lives".

The "Read Your Way to the Governor's Office" essay contest was held again this year by the Library Commission. The winner for Kanawha County was Jennifer White from Dunbar Junior High.

The Clendenin Branch Library offered several well attended adult programs in April. An egg dying workshop using natural materials was presented by Branch Manager Susanna Holstein and 14 people attended. This workshop was featured in an article in the Daily Mail which resulted in someone coming all the way from Charleston to attend. Twenty-three people attended a craft workshop making Easter wreaths. A program on herbs was also held. The increased efforts by Branch Manager Susanna Holstein to make the community more aware of the library by using techniques such as programming and more book displays has resulted in a 17% increase in circulation for the first ten months of this fiscal year compared with the previous fiscal year. Also, 254 new patrons have been registered this fiscal year.

Despite some staffing shortages the Technical Services Department added over 3,400 items to the collection in April.

Report of Committees.

Capital Funds Committee.

Ms. Wright reported on a meeting of the Capital Funds Committee that was held on April 20, 1993.

Membership Committee. Ms. Chilton, Chair, presented one new candidate for membership to the Board of Directors, Ms. Phyllis H. Carter from Institute, West Virginia, who is an attorney.

Upon a motion by Ms. Chilton, seconded by Mr. Moss, and unanimously carried, it was moved that Mrs. Phyllis H. Carter of Institute, West Virginia, fill the unexpired term of Mr. John Santrock ending June 30, 1994, and that a letter seeking approval of this appointment be sent by the Library Director to the Kanawha County Board of Education.

The Library Director reported that Mr. John Santrock had previously submitted his letter of resignation from the Library Board of Directors. Upon a motion by Mrs. Chilton, seconded by Mr. Moss, and unanimously carried, the following resolution was read and adopted:

WHEREAS, John Santrock has served Kanawha County Public Library with ability and steadfastness of purpose since January 24, 1980; and

WHEREAS, John Santrock has furthered the aims and purpose of this institution by his capable service as an active member of Support Service, Membership, and Public Services Committee; and

WHEREAS, John Santrock has worked diligently to facilitate the relationship between the Library and the Kanawha County schools; and

THEREFORE BE IT RESOLVED, The we accept the resignation of John Santrock with reluctance and regret; and

RESOLVED FURTHER, That this expression of affection and esteem be spread upon the minutes of this meeting and that a copy be presented to our friend and colleague.

Old Business.

House Bill 2774. Dr. Ranson gave an overview of this Bill and its possible negative impact, if approved as written, on West Virginia Libraries that currently have Special Bills pertaining to funding formulas. A meeting was held with the Governor's Chief of Staff to express our concerns with regards to Section 11-8-6H of House Bill 2774.

New Business.

St. Albans Branch Library's 30 Year Anniversary. A 30 Year Anniversary Celebration is scheduled for June 12, 1993 at the St. Albans Branch Library. Upon a motion by Mr. Moss, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

WHEREAS, the St. Albans Public Library was established in 1963; and

WHEREAS, the efforts of the community at that time resulted in receiving the first grant awarded by the Federal government from the newly established Library Services and Construction Act; and

WHEREAS, the 1963 building and the 1971 addition to the St. Albans Public Library and the many items purchased over the years by the St. Albans Library Board to improve the service to library patrons have been the result of the labors of many residents over a number of years; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library extends its congratulations on the occasion of the 30th anniversary of the St. Albans Public Library and its appreciation for the sustained interest and involvement of the community in its library and its services.

Building Committee and High Tech Task Force. Mr. Ray discussed the need to formulate a Building Committee along with a High Tech Task Force. He solicited possible names for consideration for these committees.

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda T. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 14, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 14, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Ray	Mr. Smith
Mr. Rolston	Ms. Thomas
	Dr. Wallace

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a letter from the Honorable Kent Strange Hall, Mayor of City of Charleston in appreciation for the conference table that the library recently donated to the City of Charleston. She also read five letters from County Library systems around the State

in appreciation for the lobbying efforts of Dr. Fred Ranson concerning the defeat of the rider to the school funding formula House Bill 2774. Mr. Ray expressed the Board's appreciation for Dr. Ranson's tireless efforts during the extended session of the West Virginia Legislature and the Board responded with a round of applause. These letters are hereby attached to the minutes of this meeting.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the May 10, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $42,455.11 and General Bills in the amount of $69,465.25 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,108.70 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May 1993, included were the following:

Publicizing summer reading events was a major project for May by the Public Relations Office as well as various staff members. Numerous schools were visited. Information was sent to 45 churches. Dozens and dozens of fliers, and signs were developed printed and distributed. In addition an enlarged version of the newsletter was compiled. Also fliers and posters and news media contacts were made for the St. Albans anniversary celebration this past Saturday. Thanks to Parker Smith for representing the KCPL Board at this event.

Many locations had displays to begin to attract attention to the summer programs. Clendenin, for instance, was able to borrow three robots made from packing foam from Clendenin Middle School. Wanda Good of the Dunbar Branch has worked with various people and groups in the community to construct a rocket. The rocket will be displayed in various branches during the summer.

The staff members at the Sissonville Branch have done a lot of work this school year with the Headstart classes at Flinn Elementary. On May 24 they came to the library and presented the staff with a large thank you card. The card was decorated with drawings of staff members Pat Abbott and Gail Harrison and books. Each child also drew his or her picture on the card.

A very nice article appeared in the Daily Mail about books on tape. Members of the Audiovisual Department were interviewed and helped pull together items for the picture that appeared with the article. Books on cassette are now one of our more popular types of non print items. We have a centralized collection that each branch uses to exchange their collection several times a year to bring "new" materials to their patrons.

A new branch librarian was hired for Elk Valley; Sandra Turner began work June 1. She has an MLS degree from the University of Denver and over twenty years experience with the Denver

Public Library, eight of which involved working with branch libraries.

Report of Committees.

Financial Affairs Committee. Mr. Kauffelt reported on certain aspects of the financial record keeping that need to be attended to before the end of the fiscal year on June 30, 1993.

I. Non-Appropriated Receipts. An amount of $147,280.07 of non-appropriated receipts was identified, explained and recorded as follows:

AS OF 5/31/93

KANAWHA COUNTY PUBLIC LIBRARY

NON-APPROPRIATED RECEIPTS

1992/1993

Grant-In-Aid - over and above $552,146.00	$58,341.00
Miscellaneous Receipts - over and above $83,000.00	20,386.16
Booksale	12,506.76
Sale of Foundation Directory	195.00
Previous Outstanding Checks	133.54
Interlibrary Loan	176.00
Employee Parking	6,547.50
Water Fountain Donations	8.18
Recycled Matrial	67.11
Collection Agency	19.50
Appalachian Power - Credit Refund	8.44
NAPA - Refund	2.00
ALA - Returned Merchandise	20.00
WV Institute of Technology - Overpayment	536.25
WVLA - Election Committee Expense Reimbursement	507.29
Wanda Good - Cash Advance Refund	50.00
Bridget Herndon - Cash Advance Refund	2.48
Ethel Lindberg - Cash Advance Refund	5.46
Warren Publishing - Subscription Cancellation	12.00

AS OF 5/31/93

Amtrak - Reservation Cancellation	352.00
South Charleston Library - 91/92 Computer Maintenance	16,264.33
WVLA - Long Distance Calls Reimbursement	321.49
Pat Abbott - Long Distance Calls Reimbursement	1.40
Dixie Smith - Long Distance Calls Reimbursement	.65
Judy Duncan - Long Distance Calls Reimbursement	.62
Yvonne Farley - Long Distance Calls Reimbursement	18.18
Sprint - Long Distance Calls	2,617.86
US Post Office - Postage Refunds on Envelopes	9.82
Baker and Taylor - Postage Reimbursement	83.17
Cross Lanes Library - Bulk Mail Reimbursement	328.78
Vicki Moore - Dental/Vision Insurance	37.18
Family Dental/Vision Before Payroll Deduct	1,419.60
Peg Palmer - Health Insurance	528.00
St. Albans Library - Copier Expense Reimbursement	2,249.89
Laurea Porter - Returned Check	8.50
Kan. Co. Board of Eduation - 91/01,91/92 Computer Maintenance	22,663.73
Steve Sears - Sale of 1985 Van	805.00
Cross Lanes Library Board - Purchase of Paper	43.20
Valentine Workshop	2.00
	$147,280.07

Upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Budget of the current 1992/1993 fiscal year be amended to reflect the non-appropriated receipts of $147,280.07 as submitted to this meeting as well as additional monies received between this date and June 30, 1993.

II. Outstanding Checks. Mr. Kauffelt submitted a list of outstanding checks which should be cancelled, in keeping with the standing recommendations of the Library's auditors, with the proviso that they may be reissued should a valid claim arise.

The checks to be cancelled are as follows:

OUTSTANDING CHECKS

January 1, 1992 - December 31, 1992

DATE	NAME	CHECK#	AMOUNT
6/30/92	Mary H. Lee	328357	$197.56
7/24/92	Mary H. Lee	328491	152.40
3/5/92	United Way	447063	12.50
4/3/92	United Way	447265	25.00
4/17/92	Georganna Francke	447345	5.00
5/12/92	Joseph Tickle	447525	6.45
6/9/92	Tina Ward	447803	15.00
8/18/92	Robert Farley	448178	14.95
9/22/92	Aidan McCarthy	448332	15.00
9/22/92	Linda Newhouse	448367	8.98
11/24/92	Marsha S. Holliday	448753	8.00
			$460.84

Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library authorize the Kanawha County Board of Education to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

Long Range Planning Committee. Mrs. Rugeley reported on a request to Branch Boards for feedback on their role. Also, a Joint Meeting of the Long Range Planning Committee and the Financial Affairs Committee was held Tuesday, June 8, 1993 to discuss local contributions for branch support once we have larger facilities in various communities.

Support Services Committee. Mr. Fontalbert reported that a meeting of the Support Services Committee was held June 3, 1993 at which time the following resolutions were approved and hereby forwarded to the Board for consideration:

I. Sale of Surplus Vehicle: Upon a motion by Mr. Fontalbert, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be authorized to publicly advertise, in the Charleston newspapers, the surplus 1985 Chevrolet Blazer, and to sell said item to the highest bidder if, in their judgment, an adequate bid is received.

II. Purchase of Vehicle: Upon a motion by Mr. Fontalbert, seconded by Mr. Kauffelt, and unanimously carried, the following resolution wad adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be authorized to seek bids for the purchase of a new general purpose vehicle; and

RESOLVED FURTHER, That they be authorized to purchase said vehicle at a cost not to exceed $18,000.

III. Request to Declare Various Items Surplus: Upon a motion by Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer be hereby authorized to sell to the highest bidder three bookcases, unused art prints, unused sculptures, unused card catalog unit, and unused 78 rpm records which are hereby declared surplus; and

RESOLVED FURTHER, That if they are unable to sell these items they would be donated to the Kanawha County Public Library's Annual Booksale or given to a non-profit organization or governmental unit that could use them or to State surplus.

Membership Committee. Ms. Chilton, Chair. Ms. Wright informed the Board that the terms of three Board members will expire June 30,1993. Upon a motion by Mrs. Chilton, seconded by Mrs. Rugeley, and unanimously carried, it was moved that Ms. Carole Glasser and Dr. William J. L. Wallace be nominated for six-year terms beginning July 1, 1993 and ending June 30, 1999 and that the Library Director submit these nominations to the Board of Education of Kanawha County. The term of Mrs. Ann Reynolds also expires June 30, 1993 but Mrs. Reynolds has decided to step down from the Board. The Board expressed their appreciation to Mrs. Reynolds for her service.

New Business.

I. Appointment of Nominating Committee. Mr. Ray appointed a Nominating Committee to present a slate of officers at the July meeting. Mr. Smith, Mr. Moss and Mrs. Russell will make up this committee with Mr. Smith selected as Chair.

II. Appointment of High Tech Task Force. Mr. Ray appointed a High Tech Task Force:

- Karen Arnett, KCPL Automation Manager
- Elizabeth Fraser, KCPL Assistant Head of Reference
- Alice Riecks, KCPL Cross Lanes Branch Librarian
- Bill Utz, Library Director of College of Graduate Studies
- Mike Starling, Union Carbide and President of Elk Valley Library Board

- Alice Behr, Librarian, Carbide Technical Center
- Bill Lyons, desk Top Technologist, Carbide Technical Center

Appointment of Building Committee. Mr. Ray appointed a Building Committee:

- Mr. Sam Bowling, President
  Daugherty Company, Inc.
- Mr. Carl F. Agsten, President
  Carlton, Inc.
- Mr. Robert Becher, Retired
  Project Engineer - Columbia Gas
- Mr. Darrell Rolston, Member
  KCPL Board of Directors
- Ms. Cookie Glasser, Member
  KCPL Board of Directors
- Mr. Bruce Moss, Member
  KCPL Board of Directors, Chair

Date of Annual Meeting. Mr. Ray suggested that due to the date of the annual meeting (July 2, 1993) falling so close to the Fourth of July Holiday that the date of the Annual Meeting be changed to July 12 at 2:00 p.m. It was also suggested that due to the success of last year's meeting at the Dunbar Branch that the Annual Meeting be held at the St. Albans Library, which also has adequate space for this event.

Upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Annual Meeting of the Kanawha County Board of Directors be held July 12, 1993 at 2:00 p.m. at the St. Albans Public Library,

602 - 4th Street, St. Albans, West Virginia.

There being no further business, the meeting adjourned.

John L Ray
President

Linda J. Wright
Secretary

City of Charleston
P. O. Box 2749
Charleston, West Virginia 25330

Kent Strange Hall, Mayor

Mayor's Office
Phone: (304) 348-8174
Fax: (304) 348-8157

June 1, 1993

Mr. Fred Ranson
Kanawha County Library
123 Capitol Street
Charleston, WV 25301

Dear Fred:

Enclosed is a check for $44,388.90 for the City of Charleston's payment to the Kanawaha County Library for Support Grant for the month of May, 1993.

I am using the personal delivery of this check as an opportunity to again express my thanks to you for the conference table you donated to the City of Charleston. I hope you will convey to all your board members how much I appreciate this gesture.

Best personal regards.

Sincerely,

Kent Strange Hall
Mayor

KSH/cc

enclosure

Dear Fred:

We at Hamlin-Lincoln County Public Library would like to express our appreciation for your efforts concerning the School Aid Formula Bill amendment. Without your vigilance, I'm sure the outcome would have been quite different.

Margaret Smith

MARTINSBURG BERKELEY COUNTY PUBLIC LIBRARY
ON THE SQUARE IN MARTINSBURG, WEST VIRGINIA 25401 304 267 8933

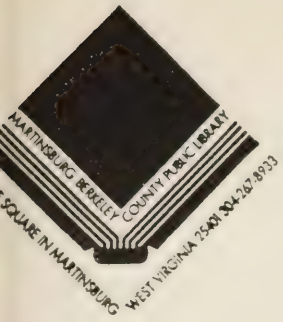
June 3, 1993

Dear Linda,

I know you and your staff spent a lot of time and energy tracking the library rider to the School Formula Bill. Thank you — it worked! I so appreciated the information we received from Fred Ransom which I in turn used to keep our Friends and Delegate informed.

All Best Regards,

Peggy Sattler



Dr. Fred Ranson
Assistant Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Fred:

Now that the legislature is adjourned for the year and the people of the state are safe from further harm for the time being, it is time for us to express our appreciation and gratitude to you.

Until we get a proper explanation we must regard H-2774 as capricious and mischievous legislation introduced by the Association of Counties as a small service to 9 important counties. We never saw or heard of any support of H-2774 by the school system or the municipalities although people who sponsor school legislation and funding allowed the bill to be introduced at a late hour on the school funding bill.

To have you and the Kanawha County Public Library taking such a great interest in the progress of the bill was most fortunate for us. I am confident that H-2774 would have been enacted without it.

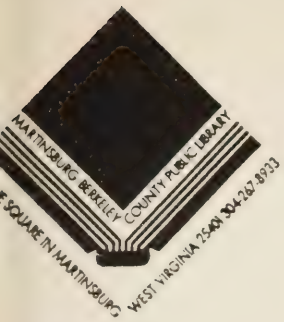
We congratulate you and thank you, thank you for your wonderful service--if you ever write a report on the defeat of H-2774 we would appreciate a copy.

Sincerely,

Campbell

C. E. Campbell Beall

CECB/bg



June 1, 1993

Mrs. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Linda:

This is a letter of thank you and appreciation for your great untiring work and cooperation to defeat H-2774 in the legislature last week.

Although the effect of H-2774 would have been significant to us in 1993-94 its effect for future years is incalculable.

We appreciate your prompt reporting of Fred Hanson's magnificent work, of the interest of your board members. It was a telling, influencial and most effective undertaking.

We thank you.

Sincerely,

Campbell

C. E. Campbell Beall

CECB/bg

Cabell County
Public Library

455 Ninth Street Plaza • Huntington, WV 25701 • (304) 523-9451

June 4, 1993

Ms. Linda Wright
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Linda,

I and Cabell's Library Board of Directors want to thank you, Fred Ranson, and your Library Board for all your efforts on the libraries' behalf concerning the rider on the school funding formula bill. If you had not allowed Fred to almost stay at the Capitol during this time, I feel that we would not have been successful. Fred did a wonderful job with his lobbying and we certainly appreciate his efforts. Also we appreciate Mr. Ray's expertise in developing alterants and explaining what each of the variants of the rider actually meant.

When we have time, I think we need to talk about the "next round" as I am sure that although we won the battle, the war is not over.

We have just had a new brochure printed so I am enclosing one for your information since we used Kanawha County's as a starting point in its development.

Sincerely,

Judy

Judy K. Rule
Director

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 12, 1993

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 12, 1993 at 2:00 p.m. in the Meeting Room at the St. Albans Branch Library.

The following members were present:

Dr. Bannerot	Mr. Rolston
Mrs. Carter	Mrs. Rugeley
Ms. Chilton	Mrs. Sloan
Mr. Moss	Mr. Smith
Mr. Ray	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

The President welcomed the library staff and the following guests: Mrs. Dorinda Custer from the Dunbar Library Board; Mr. Michael Starling and Benita Whitman from the Elk Valley Library Board; Ms. Marge Sales from the Nitro Library Board; Mr. Karney Tinney from the Sissonville Library Board; Mr. James Delforge, Mr. Leland "Pat" Howard, Ms. Alice Perkis, Ms. Mary Nelson Peterson, Ms. Ellen Potter, Ms. Randi Robinson, Ms. Pam Stickle and Mr. Kenneth Williamson from the St. Albans Library Board.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Dr. Bannerot, and unanimously carried, the minutes of the June 14, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $103,988.28 and General Bills in the amount of $39,327.27 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $397.60 duly certified and approved in accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1992/93. Ms. Wright noted some of the accomplishments during the past year which are as follows:

Library Board of Directors

- One member was appointed:
  Mrs. Phyllis H. Carter

- Two members were reappointed:
  Mrs. Carole Glasser
  Dr. William J. L. Wallace

- Two members resigned:
  Mrs. Ann Reynolds
  Mr. John Santrock

Library System Statistics

Total patrons registered as of June 30, 1993:	113,410
Total items in the collection as of June 30, 1993:	586,626

During the 1992/93 Fiscal Year:

Items Circulated:	1,003,710
New Patrons Registered:	10,247
Patron Contacts:	985,910
Visits to Libraries:	898,260
Calls to Libraries:	87,657
Reserve Requests Processed for Specific Items:	40,410
Items Interloaned from One KCPL Library Branch to Another:	41,570
Items Interlibrary Loaned from the KCPL system to other Library systems:	2,535
Directional, Information and Reference Questions Answered:	257,715
Number of Children's Programs Conducted:	636
Number of Children Attending Children's Programs:	10,996
Number of School Classes Touring Libraries:	609
Number of Students Touring Libraries:	13,460
Number of People Using Public Meeting Rooms:	13,159

Operations Highlights

- The Library system experienced a substantial increase in usage over the previous fiscal year. Some examples are: 4.3% in the circulation of library materials, 14.7% in the number of library materials interloaned from one library location to another, 14% in the number of children attending children's programs, 86% in the number of school classes touring libraries, and 66% in the number of students touring libraries. Library units showing a considerable increase in the circulation of materials include Clendenin with an 18% increase and Children's Services with an 8% increase.

- Usage of the Audiovisual Department continues to grow each month. A record 22,764 items were circulated in 1993. These materials are for the most part audio-cassettes and compact discs. The books-on-cassette collection was expanded as this type of non-print material has grown in popularity and more materials are available to purchase in this format.

- The Reference Department continues to work on weeding projects. The number of shelves needed to store less used materials in Room 97 was reduced by one third due to the weeding of materials in this area. During late December and early January all the remaining materials were consolidated and shifted. Also during the year, a great deal of work was done in deleting and boxing backfiles of periodicals that had been identified in a study done last year as having very little or no use to warrant the space to house them. The storage of the remaining periodical backfile collection was consolidated from three different locations to two locations within the building.

- The Technical Services Department added over 26,215 items to the collection in fiscal year 1992-93 and withdrew 36,622 items.

- Interlibrary loan service continues to increase. 2,535 books and 400 periodical articles were sent to other libraries mostly in West Virginia. The Library participated in a pilot project of the West Virginia Library Commission, the use of an electronic mail system to transmit the initial requests for materials. With no training or written procedures, Reference staff members Elizabeth Fraser and Vicki Cox successfully implemented the new system. They were also instrumental in organizing a state wide meeting discussing this system.

- The Dunbar, Elk Valley and St. Albans branches conducted an in-depth study of the use of periodicals.

Operations Highlights (Continued)

- More attention was given to improving the collection for young adult users. Increased funds were allocated to purchase a wider range of supplemental materials to better meet the regular school assignment topics. A large number of paperback copies of standard works of young adult fiction were purchased, and a rotating collection of fiction in hardback was initiated to provide a wider selection in the system.

- The Branch Services Department compiled and developed a manager's manual for each branch manager to use, which included reference policies and procedures necessary to manage a branch operation.

- The government documents section of the Reference Department made the change from a paper shelf list to an electronic shelf list, allowing a more efficient processing of government documents.

- A change in the loan policy for videos now allows two videos to be checked out per patron rather than one.

- The internal mail delivery system at the Charleston Library was completely revised to allow mail to be distributed in a more efficient and timely manner. The Circulation Department staff now operates this delivery system.

- A new Advisory Board was established for the Clendenin Branch in February. It has been very active in raising public awareness of the Branch and in fund raising. The board was able to raise the 1992-93 contribution to KCPL in five months.

- The Clendenin Branch undertook a major project to relocate the entire Children's section and rearrange and expand areas of the adult collection such as new books, videos and large print books. All these changes have contributed in part to a significant increase in use of the Branch.

- A Security and Safety Hazard Checklist was developed for the KCPL system and implemented. Each department and branch reviews the items on the list every six months and sends the list to the Administrative Services Officer who is then responsible for following up on any problems noted.

- A plate maker was purchased to enable KCPL to internally make plates to be used on the off-set press the Library has had for some time. The addition of this piece of equipment has enabled many more publications to be printed internally rather than commercially.

- Additional changes were made in the Technical Services Department to relocate equipment and to rearrange job duties to better handle the flow of work.

Personnel Management Highlights

- A new branch librarian was hired for Elk Valley; Sandra Turner began work June 1. She has an MLS degree from the University of Denver and over 20 years experience with the Denver Public Library, eight of which involved working with branch libraries. Internal promotions and transfers resulted in other changes in the management of branches: Judy Duncan became the Head of the St. Albans Branch, Susanna Holstein became the Branch Manager at Clendenin and Linda Miller became the Branch Librarian at Dunbar.

- The Public Relations Officer, Cindy Hagerman, resigned in December due to her husband's transfer to Virginia. Cindy Cook, the new PR Officer, began work on December 21. She is from South Charleston and has a BA in Journalism from Marshall University and had over three years work experience in public relations at the time she joined the KCPL staff.

- Phyllis Clendenin, was promoted to Head of Extension Services Department. She and Department staff members Pat Knight and Willard Reynolds offered an in-service training workshop to other staff members to explain the different services of the department and how they operate. Other staff members in the Department also contributed to this very successful effort.

- Yvonne Farley of the Reference Department staff began a series of in-service workshops for branch staff on reference resources designed to improve the staff's knowledge and use of reference resources.

- Danny Dixon, who had been a member of the staff at the Dunbar Branch since 1983. passed away December 14. Late last spring Danny was diagnosed with arterial lateral sclerosis. He was especially recognized for the talent he had with doing eye catching displays at Dunbar.

- Patty Bergeron, Children's Branch Programmer, conducted a staff in-service workshop in August in which she reviewed read aloud and storytelling techniques and presented the various programming resources housed in the Children's Department that are available for use by branch staff.

- Two staff members, Suzanna Holstein and Julie Spiegler, have begun a graduate level library science curriculum. The courses are brought in via satellite to several libraries around the State from the graduate school at the University of South Carolina. This cooperative program was developed by the West Virginia Library Commission and will take an individual three years to get a masters degree.

Personnel Management Highlights (Continued)

- Three staff members, Pat Abbott, Linda Gammon and Traletta Wallace, have worked on portfolios to submit for credits towards a Board of Regents degree. They each attended a two week workshop at the end of July at West Virginia Tech on developing these portfolios. Two of the portfolios were submitted and have been reviewed. The two staff members were awarded 35 and 77 college credit hours.

- Six staff members, Patty Bergeron, Donna Gettys, Bridget Herndon, Ethel Lindberg, Terri McDougal and Traletta Wallace attended the Children's Literature Conference at Ohio State University in January.

- Linda Brumfield and Mary Ann Taylor of the St. Albans Branch staff took a freshman level English course at West Virginia State College offered to Board of Education employees.

- The employee dental/vision benefit program was converted to Mountain State Blue Cross and Blue Shield. This plan went into effect February 1, 1993.

- A new performance evaluation program was implemented system-wide on January 1. This program includes developing standards, goals and action plans, and performance improvement plans when needed.

- Management audits were completed for the Dunbar, Elk Valley and Sissonville Branches.

- The fourth annual Staff Development Day was held at the John XXIII Pastoral Center on September 17, 1992. Over 100 staff members participated. A total of 17 different sessions were offered to staff members.

- Karen Arnett offered workshops on keyword searching using the public access catalog and numerous microcomputer training sessions throughout the system.

- Members of the Children's Department staff held a workshop for teachers and staff on children's author Joanna Cole. This author was selected by Read Aloud West Virginia to be the annual featured author in March.

- The KCPL employment application was revised to be in compliance with ADA.

- Work was begun on extensive revisions to job descriptions to be in compliance with ADA. Approximately one-third of the job descriptions have been completed.

Automation Highlights

- The computer system was down from Friday, March 19 through Wednesday, March 24 in order to install a new release of the VTLS software. The new release has a number of changes in the software including structural changes to several databases and changing our Marc record character set from VTLS to ANSI, the internationally accepted standard. While the system was down a PC was in place in each location running the backup system. Four staff members Jean Andrews, Karen Arnett, Sandra Frercks, and Sylvia Grandal attended the VTLS Eastern Users Group meeting in April to learn more about the changes to the software. After they returned they offered a workshop to staff members about the changes in the software.

- The VTLS Technical Support Analyst visited KCPL on December 3 & 4 as part of the annual Account Management Service. He spent part of one day with Karen Arnett, Automation Manager. A large part of the second day was spent with staff members. The analyst also spent time with staff highlighting the changes in the software incorporated in the new software release that was installed this spring.

- A draft of a microcomputer policy was developed by Karen Arnett, Automation Manager, and is currently being reviewed by the system's department heads.

- Hewlett-Packard installed a Data communication and Terminal Controller (DTC) so that the Kanawha County School System can add computer terminals in the high schools libraries.

- BookWhiz software was installed in the Children's Department and the Dunbar Branch Library. This software recommends a list of books a child may like to read, after it analyzes the child's responses to a series of questions.

- The Monthly Circulation Report was revised to compare totals for the current month to the same month in the previous year. The Report also shows year-to-date totals and compares these to the previous year-to-date totals. The net change percentage is also listed.

- On-line links were established with the Board of Education headquarters computer system to handle electronically some aspects of KCPL's accounting and personnel data entries that had been previously done with paper forms.

Public Relations and Programming Highlights

- The system was fortunate to receive a lot of news coverage, particularly in the print media, through the year. Other than the weekly events schedule that is usually printed, several features ran on various programs and services. The following were covered: Talking Books service (Daily Mail 7/93); BookWhiz (Metro, 9/92); literacy computer (Metro, 11/92); regular patrons (Gazette, 12/92); drive-thru window (Gazette-Mail, 2/93); Clendenin Easter program (Daily Mail, 4/93); summer reading 1993 (Gazette, Daily Mail, Metro 5-7-93); books-on-cassette (Daily Mail, 6/93); St. Albans anniversary (Metro 6/93).

- "When She Was Young in the Mountains" a program to highlight works of award winning children's author Cynthia Rylant, who is a native of West Virginia, was presented at a number of branches in April by Terri McDougal, Head of the Children's Services Department.

- Fine Free Weeks were again offered during Children's Book Week and National Library Week. Postcards were sent to patrons who had overdue items to inform them of these opportunities to clear their records.

- Again the Library system had an extremely successful Food for Thought, Food for Fines campaign. The number of food items collected was 10,596 compared to 7,300 last year for an increase of 45%. A total of 5,074 fines totaling $21,476.64 were forgiven. As usual the food was distributed to food pantries in the communities where the food was donated.

- During National Library Week the Library's volunteers were recognized. The works of local artist, Phil Rukse were displayed in Dunbar. Mr. Rukse learned about painting techniques by using books from the library. His story very ably proved the theme for the week "Libraries Change Lives." Additionally, 75 patrons submitted their remarks about how the use of the library has affected their lives.

- An estimated 300 people attended a book signing by well-known children's author Tomie dePaola in the Children's Services Department on March 18. While Mr. dePaola signed books his stories were read in the Ray Room by members of Read Aloud West Virginia, the co-sponsor of this very successful event.

- All locations again offered a series of pre-school storytimes this past fall and spring. Some locations, Dunbar, Cross Lanes, St. Albans and Charleston, had more than one session each week to handle the demand.

Public Relations and Programming Highlights (Continued)

- KCPL participated in the Women and Children's Hospital Baby Shower event held on Saturday, January 16th. Cindy Cook, Public Relations Officer, and Diana Grant, Public Relations Assistant, distributed a parenting bibliography, information about library services and library card applications to approximately 250 people.

- Cindy Cook, Public Relations Officer, and Diana Grant, Public Relations Assistant, presented an exhibit about the library system and its services to the 1993 Leadership class sponsored by the Charleston Regional Chamber of Commerce.

- Federal and State tax forms were displayed for patrons who rely on the Library system for these forms, particularly the specialized forms. Also in February and March tax help was available at most library locations from VITA volunteers to those who met the income requirements and to senior citizens from AARP volunteers.

- In honor of Black History Month, KCPL hosted Chautauqua performances by Joseph Bundy of the historical figure Booker T. Washington at the Clendenin, Marmet and Charleston locations.

- A Legislative reception was held on December 9. Seven Kanawha County legislators attended as well as a representative for another legislator. Most of those who attended were newly elected. Karen Arnett, Terri McDougal, Sara Sue Wright and Marilyn Henstock made presentations and/or provided exhibits for this event.

- Staff also continued to make presentations at school faculty meetings and at PTO/A meetings. Some examples of this type activity were Bridget Herndon, St. Albans Children's Associate, visited Andrew Heights Elementary to speak to fourth through sixth grade students and teachers about the resources the library has for science and social studies projects. Alice Riecks, Cross Lanes Branch Librarian, visited Point Harmony Elementary, Andrew Jackson Middle School and Nitro High School and spoke at the faculty senate meetings. Pat Abbott, Sissonville Branch Librarian, visited Flynn, Bonham and Sissonville Elementary Schools and spoke at their faculty senate meetings.

- In recognition of the Columbus Quincentennial each unit in the system had a program entitled "Marco and Chris' Excellent Adventure" for grades 1-6 presented by Patty Bergeron, Branch Children's Programmer. Also in honor of Columbus four sessions of a Chautauqua presentation on Christopher Columbus took place at various locations. These presentations were made possible by a grant from the West Virginia Humanities Council and by a donation from the law firm of Caldwell, Cannon-Ryan and Riffee.

Public Relations and Programming Highlights (Continued)

- A series of Sunday afternoon adult programming was begun at Charleston and St. Albans. The topics at the Charleston Library were West Virginia writers on the first Sunday of each month with a variety of guest presenters; a mystery book discussion on the third Sunday led by John Suter, a nationally published local mystery writer; and the fourth Sunday was arm chair travel with various guests presenting slides and information on their journeys. In St. Albans a variety of programs were held on the fourth Sunday of each month.

- The Clendenin Branch Library offered a number of adult programs. These programs included, among others, an after school activity program, a program on pet care presented by the Kanawha County Animal Shelter, and egg-dyeing workshop using natural materials, a program on herbs, and several different craft workshops.

- The Write for Fright contest was again held with just over 2,000 entries. Thirteen winners were selected from a wide variety of scary short stories and poems. WQBE recorded the winners and these were played over the air on Halloween. The winners were announced at the annual Imagination Celebration event held the evening of Saturday, October 24 at the Cultural Center Theatre. At this event scary tales were told by the Hill Lorists, a West Virginia storytelling group, to approximately 375 adults and children.

- The Library system had a booth at the Chamber of Commerce's Cavalcade of Trade. This year the booth was sponsored by Pepsi-Cola East and featured a live demonstration of the library's CD-ROM reference resources. A number of staff members from the Reference Department as well as some of the branch librarians helped to staff the booth for the three day event.

- Kanawha County Public Library system staff were also out in the community doing a variety of presentations. For example Terri McDougal presented a workshop entitled, "A Fall Harvest of Books" at the annual conference of Central Child Care of West Virginia and Elizabeth Fraser spoke about foundation and grant resources to the Appalachian Tourism and Development Center conference.

- The Public Relations Office, with assistance from several departments, assembled and distributed to each teacher in the County in September a packet of information about the Library system and its services.

- The Library system celebrated Banned Books Week at the end of September with each unit having a display on this subject. Glasgow and Marmet had displays with the theme "Don't Lock Up Your Right to Read" and Charleston had a popular display entitled "Books Behind Bars."

Public Relations and Programming Highlights (Continued)

- As this was an important election year both nationally and at the state level each library location offered a voters registration session in cooperation with the County Clerk's Office.

- The Children's Summer Reading program was entitled "Explore the USA - The Ultimate Summer Adventure". A total of 2,896 children registered for this year's program as compared to 2,263 last year, and 1,438 children completed the program. Those enrolled in the program read 73,075 books in eight weeks. This is an increase of 38,005 books from last year's total of 35,070 books read. This was in large part due to the success of the Wampum Trade incentives offered by each location.

- The Young Adult Summer Reading program showed a substantial increase in participation over the previous summer. A total of 354 teens enrolled in the program, a 60 percent increase from last year. Seventy-six percent more teens completed the program and a total of 871 books were read, a 75 percent increase. Some of the programs offered were the showing of Star Trek movies and a skit about Christopher Columbus presented by a drama group from the University of Charleston. A free showing of the movie, "Buffy, the Vampire Slayer" was offered by Kanawha Cinemas to all teens who completed the program.

- The Library agreed to provide readers necessary for the Kanawha County Schools weekly "Book Nook" program to continue during the summer. A number of staff members from all over the system helped by being videotaped while reading stories.

- As always KCPL held its Annual Regatta Book Sale. This year brought some major changes: instead of relying on donated space, the Sale was moved to the Civic Center and the Book Sale was lengthened from just Saturday to also include Sunday afternoon. The 1992 Book Sale was the most successful yet held, with an estimated 12,000 items sold and gross receipts of $13,000. Volunteers, including Job Corps students organized by part-time security guard, Bill Bell, and members of the Charleston Greenbrier Lions Club assisted in the Book Sale.

- A Bookmobile Extravaganza was held at Quincy Center on August 1 to draw attention to the Bookmobile services in the Upper Valley. There were cloggers, courtesy of Elk Valley staff member Judy Cavender, bluegrass music courtesy of Bookmobile assistant Willard Reynolds, face painting for children by St. Albans staff members Annette Harris and Bridget Herndon and a children's program presented by Patty Bergeron, as well as other activities.

Public Relations and Programming Highlights (Continued)

- Patty Bergeron, Children's Branch Programmer, compiled a notebook itemizing the wide array of programming resources housed in the Children's Services Department which is available for use in all locations. This has led to an increased use of these resources.

- Patty Bergeron, Children's Branch Programmer, presented a number of programs during the year at the branch libraries. A program for kindergartners entitled, "Off to School", was presented in August. Examples of programs for third to six graders included: Alligators In The White House (presidential), Joanna Cole folktales and Encountering Columbus.

- The Elk Valley Branch Library celebrated its 15th anniversary in July with a special day of programs for the public.

- The St. Albans Branch Library staff and board held a day long schedule of activities on June 12th to recognize the library's 30th anniversary.

Physical Plant and Equipment Highlights

- Quite a bit of interior painting of areas of library buildings was done this year. Some of the areas painted included the public area in the Clendenin Branch, the work room in the Dunbar Branch, the lower level at the Elk Valley Branch and the Technical Services Department in Charleston. The exteriors of the Cross Lanes and Sissonville branches were painted. The exterior of the rear wall of the Elk Valley Branch was painted.

- The St. Albans Branch staff members worked with the St. Albans Fire Department to become certified as "Fire Safe." The staff successfully completed a training course including learning to use a fire extinguisher and having fire drills.

- Maintenance staff members, Eddie Childers and Mike White, rewired the circulation desk areas at the Cross Lanes and Sissonville Branches as a result of recommendations from the management audits. This improved the safety and efficiency for staff members working in these locations.

- Work began in mid-May to repair two additional sections of the front planter walls at the Charleston Library.

- Directional road signs for the Branches at Clendenin, Glasgow, St. Albans and Dunbar were installed to assist the public in finding these branches.

- The roof of the Dunbar Branch was replaced.

- The emergency generator at the Charleston Library was replaced.

- The parking lot at the Sissonville Branch was paved and enlarged in November. Also a sidewalk was installed from the driveway to the rear entrance to better accommodate deliveries and employees entering the rear door of the building.

- The restrooms at the Clendenin Branch were completely renovated and made accessible to the handicapped.

- The trouble-proned Eagle telephone system was replaced with a Meridian system at the Charleston Library.

- A new cargo van was purchased for the Extension Department to use for system-wide deliveries.

Physical Plant and Equipment Highlights (Continued)

- The St. Albans Branch Advisory Board entered into a property exchange agreement with Bartlett-Chapman Funeral Home, whereby the Board acquired the property immediately adjacent to the Branch, as well as a lot to the rear of the Branch in exchange for three lots the Board owned. The Board paved the rear lot for patron parking.

- Due to the blizzard of '93, KCPL was closed on Saturday and Sunday, March 13 & 14 and the morning hours on Monday, March 15 to allow the snow to be removed from the parking areas and sidewalks of various locations.

Planning

- After meeting with the Library system staff and local advisory boards to obtain feedback, the 20 year conceptual plan addressing the Library system's Space Needs was adopted at the January 11, 1993 meeting of the KCPL Board of Directors.

- The Long Range Planning Committee of the KCPL Board of Directors began work to revise the Library system's Long Range Strategic Plan.

- Work was begun on creating a foundation to accept gifts for the Library system.

Grants, Citations and Special Recognition

- The Library received a grant from the Jacobson Foundation of $4,550. These funds were used to purchase seven sets of 53 books on the United States for children in grades three to six.

- For the second consecutive year the Library won a National Achievement Citation from the Public Library Association. The Charleston Library's Drive-Up Window service was the entry.

Patron Comments

- ***Libraries Change Lives:*** The Kanawha County Public Library staff asked patrons to express how libraries have affected their lives. Almost 75 stories were received and below are excerpts from a few:

> ***"Libraries are intellectual beacons of light in our communities and they have enriched the lives of countless West Virginians including mine. Many of us have utilized the multitude of library services that are available to us in West Virginia."***
>
> ***- Mario J. Palumbo***

> ***"The Kanawha County Public Library is the "crown jewel" of all services provided by government. Long ago, I discovered that the library was my key to life-the story of my ancestors struggles and aspirations. A book is something special. With all our wonderful triumphs of technology, the written word still stands as the central building stone of civilization!"***
>
> ***- Richard A. Andre***

> ***"I have published three books, and I tell people that I stole all three from the Kanawha County Library. What I mean is that I spent night after night for months in the KCPL, dredging through reference works on the three topics (religious atrocities, science and amorous art), confirming all my premises. Why the library? Because that's where knowledge is stored."***
>
> ***- James A. Haught***
> ***The Charleston Gazette***

> ***"I am in second grade, I was interested in World War II. I went to the library to find out more about it and make some copies. I learned about their insignia and where they fought. I wrote a story with what I learned. My Grandpa was in World War II."***
>
> ***- Ryan Cox***

> ***"Before gaining access to your wonderful homebound program, I was lucky to get 5-10 books a year, but now I read 75-100? Your collection of books on the native American Indians east of the Mississippi River has grown considerably. It has helped me find out about my Indian heritage."***
>
> ***- Dottie Tribbie***

Patron Comments (Continued)

"I applied to be a volunteer at our Nitro Branch and was accepted. It allows me to interact with people and I also assist with children's storytime. Volunteering at the library is very rewarding and adds much pleasure to my life."

- Marylois Hall

"My son as he was growing up used the library facilities and worked in the summer helping. He has a slight form of dyslexia and with my usage of the library I corrected it."

- Juliet Rhodes Lynch

"We live about two miles from the Elk Valley branch. Having this wonderful source of literature so close to home has definitely had a positive effect on our family's reading habits. We frequent the library for books, tapes and videos about every two weeks and sometimes more often if the library is having special programs. Our three girls look forward to the summer reading programs. The librarians call our children by name and the girls feel comfortable (sometimes too much so) within the library setting. Already at age 10, our oldest daughter is familiar with searching for books and periodical literature in the library system and requesting selections found at other locations. All three girls have a love of books that may not have been so intense had we not had "our little library" so near. So, thank you for branch libraries and special thanks to the staff for their friendly, helpful attitude. You have touched our lives."

- Kurt and Jayne
Heringhausen and daughters

"Reading has given me a lifetime of insight, adventure, knowledge, escape, and entertainment. I've passed the gift to my children as one of my most important jobs as a parent. My library has answered an odd assortment of questions from us from endometriosis to mythology for children to who won the Newbery Medal. I continue to look there first for satisfaction for my curiosity. And thank goodness Cross Lanes Branch is so close and so efficient. I remember waiting for the Bookmobile."

- Abigail Arnold

Ms. Wright then introduced Ms. Louise Palumbo, Fashion Coordinator, Stone & Thomas; Mr. Jim Haught, Editor, The Charleston Gazette; and Ms. Carol Quillen, KCPL patron since 1963, who spoke about how the use of the library has affected their lives in a positive way.

Ms. Wright then introduced the following staff members who made presentations to the Board:

- Patty Bergeron, Children's Librarian, spoke on Branch Children's programming.
- Traletta Wallace, Glasgow and Marmet Branch Manager, and Dixie Smith, Library Assistant II, St. Albans Branch, spoke on what KCPL is doing to better serve young adults
- Sara Sue Wright, Reference Department Head, spoke on Sunday programs KCPL has offered.
- Susanna Holstein, Clendenin Branch Manager, spoke on the various things implemented /attempted to raise the awareness of the community about the Clendenin Branch Library.
- Sylvia Grandal, Technical Services Department Head, gave an overview of the Technical Services Department.
- Elizabeth Fraser, Reference Assistant Department Head, gave an overview of interlibrary loan and E-Mail.

Report of Committee

Nominating Committee - Election of Officers.

Mr. Smith, Chair, reported that the Nominating Committee recommended the following slate of officers for 1993/94:

Mr. John L. Ray	- President
Dr. Frederick Bannerot	- First Vice President
Mrs. Virginia Rugeley	- Second Vice President
Ms. Linda G. Wright	- Secretary/Treasurer
Dr. Fred D. Ranson	- Asst. Secretary/Treasurer

There being no nominations from the floor, upon motion of Mr. Smith, seconded by Ms. Chilton, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

There being no further business, the meeting adjourned.

John L Ray

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 9, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 9, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mr. Rolston
Ms. Carter	Mrs. Rugeley
Ms. Chilton	Mrs. Russell
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Mr. Smith
Mr. Ray	Dr. Wallace

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the July 12, 1993 annual meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $51,195.57 and General Bills in the amount of $52,852.37 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,376.94 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July 1993, included were the following:

> July is always one of the busiest months of the year due to the activity generated by the Summer Reading Program. July 1993 was no exception as we circulated over 105,000 items, a new record for July. Several branches had increases of over 10% from last July - Clendenin, Dunbar, Marmet, and Sissonville. The theme this year has focused on space and has been very well received. The various locations offered a number of very interesting programs in July. Fifty-four programs were attended by 1,500 children. In addition a number of day cares visited our libraries, particularly in Charleston which had 26 visits by day care groups in July.
>
> Another activity related to serving children was undertaken again this summer. As we did last summer the library took over the responsibility for supplying the readers for the Book Nook

program on the Kanawha County Schools cable channel. Staff members from all over the system responded to the request for volunteers and their willingness to help in this project is greatly appreciated.

A number of staff members also have been helping in locating presenters for various segments at the next annual Staff Development Day which is scheduled for September 29.

Final preparations were made for the annual Regatta Booksale. Posters and fliers were printed and distributed. Donations of pizza were found for the staff and volunteers working the Friday before the sale to unbox and organize the items. We have more items boxed and stored than we had last year. The sale will be August 28 and 29 in the parlors at the Civic Center.

A Community Organizations file is being established. If you or members of your family belong to a group or organization we would appreciate receiving a completed form so that we can add the group to the computer database we are developing.

Reports of Committees:

Financial Affairs Committee - Mr. Kauffelt

1. Consideration of carry forward request for FY 1993/94. Mr. Kauffelt gave a brief overview of the items listed below to be carried forward. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried the following resolution was adopted:

RESOLVED, That certain balances authorized to be spent in FY 1992-93 but not actually spent in that year be carried forward and expended in the 1993-94 fiscal year and the total amount of $62,166.12 be added to the budget for FY 1993-94 as follows:

LINE ITEM	*AMOUNT*
Automation Equipment Purchase	$ 3,306.26
Automation Repairs & Maintenance	15,439.96
Automation Supplies	1,349.19
Building Improvements	12,000.00
Building Repairs & Maintenance	1,797.93
Booksale	4,163.11
Furniture & Equipment	276.00
Housekeeping	276.70
Library Materials	22,000.00
Library Supplies	136.98
Nitro Library Balance as of 6/30/93	1,130.90
Office Supplies	57.26
Printing	185.83
Vehicle Gas & Oil	46.00
TOTAL	*$62,166.12*

2. Consideration of Budget Increase. Mr. Kauffelt gave a brief overview of the items listed below that will increase the budget for FY 1993-94. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the FY 1993-94 budget be increased by $62,000 from the fund balance to meet the following needs unanticipated at the time the budget was drafted:

LINE ITEM	*AMOUNT*
Salaries & Benefits	$ 2,500.00
Travel & Training	2,000.00
Postage	2,500.00
Building Improvements	35,000.00
Automation Equipment	8,000.00
Furniture & Equipment	12,000.00
TOTAL	*$ 62,000.00*

2. Budget income adjustment. Mr. Kauffelt gave an overview of a proposal to amend the FY 1993-94 budget by a draw down from the fund balance to cover the decrease in State funds. Upon a motion by Mr. Kauffelt seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the FY 1993-94 budget be amended by a $35,000 draw down from the fund balance to cover the decrease in State funding from the amount anticipated when the FY 1993-94 budget was approved.

3. Status of Jacobson and Special Funds Accounts. Dr. Ranson gave a brief report on the status of the Jacobson Fund and on the income and current balance in the Special Funds accounts.

High Tech Task Force - Ms. Wright gave an update on the first meeting of the High Tech Task Force that was held July 15, 1993.

New Business.

Up coming events.

Regatta Booksale has been scheduled for Saturday, August 28 from 9:00 a.m. to 6:00 p.m. and Sunday, August 29 from 1:00 to 6:00 p.m. at the Charleston Civic Center, parlors A, B, C, & D.

Staff Development Day has been scheduled for Wednesday, September 29 at the John XXIII Pastoral Center. An invitation to each Board member will be forthcoming.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 13, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 13, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr.	Bannerot	Mr.	Ray
Ms.	Carter	Mrs.	Rugeley
Ms.	Chilton	Mrs.	Russell
Mr.	Fontalbert	Mr.	Smith
Mr.	Moss		

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Director read the letter of resignation recently received from Mr. David L. Stewart to the Board of Directors, which is attached to the minutes of this meeting. Upon a motion by Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the resignation was accepted with regret.

The Director read the letter in regards to the Estate of Mr. Stanley Norris Gluck, deceased, recently received from F. Duane Hill, Attorney at Law, which is attached to the minutes of this meeting. The letter notified the Library of a $25.00 donation from the estate of Mr. Gluck.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Moss, and unanimously carried, the Minutes of the August 9, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $22,978.62 and General Bills in the amount of $79,846.14 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,287.96 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August 1993, and included in the report was the following:

> Even though school had not yet started we did have class visits during August at the Charleston Library. 50 students from 10th and 11th grades attending summer school and 12 students from a Capital High 10th grade English class getting a head start on a project visited Charleston. In addition 22 students from West Virginia Career College visited several different evenings to do some research. Kim Dankovich of Charleston Reference, Mary Burgess of Childrens, and Cindy Cook, Public Relations Officer staffed a display table about the library in the exhibit area at the Civic Center during the teacher's in-service training day.
>
> A number of handouts of recommended reading listening or viewing were developed and printed in August. The Children's Department did a series to promote childrens audio and video titles. David Schau in Reference developed a flier featuring government documents from the Small Business Administration and updated a flier on financial aid resources. Sara Sue Wright produced a bibliography on ladies of mystery and prepared two bibliographies on business materials for the Chamber of Commerce's Cavalcade. Judy Duncan of St. Albans completed a bibliography on senior citizens.
>
> August marked the official end of the summer reading programs. During the first several days of August the wampum trade again took place with children trading in literally tens of thousands of wampum for the prizes of their choice. We again hosted 3 performances of Poetry Alive at Charleston, Dunbar and Sissonville on August 10 attended by 400 children and adults. On August 7 a party was held at the YMCA as the finale for the young adult reading program. All who completed the program enjoyed pizza and the various recreation facilities at the "Y" as well as a performance by the "Stars". The staff again

did a really great job with the summer reading programs.

The Annual Regatta Book Sale was held August 28 and 29 in the parlors of the Civic Center. The sale again went very well with $13,700 being made. A tremendous amount of staff time goes into the sale particularly the week of the sale. We again were very fortunate to have volunteers from Job Corps who helped load, unload and move boxes on Friday for a good part of the day. The Book Sale Committee is to be commended for all their work to make this sale another success and a big thank you goes to each staff member who worked at the Sale.

Reports of Committee.

Capital Funds Committee.

1. The Director reported that a meeting of the Capital Funds Committee was held on August 23, 1993. Mr. William Scharf, Attorney was present to discuss with the Committee the Draft Articles of Incorporation and Bylaws of a proposed Kanawha County Public Library Foundation, Inc. These drafts were very favorably received by the Committee and Mr. Scharf is going to make a few modifications before the Articles and Bylaws are finalized.

2. Development Officer. The Director presented a resolution as to the need to pursue the hiring of a Development Officer. After discussion and upon a motion by Mr. Smith, seconded by Mr. Moss, and unanimously carried the resolution was tabled until the next regularly scheduled meeting of the Board of Directors.

Support Services Committee.

Mr. Fontalbert, Chair discussed the following matters:

1. HVAC Chiller Bid. After discussion and upon a motion by Mr. Fontalbert, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to accept York International's bid of $41,016 for the replacement of the chiller unit at the Charleston Library.

2. Insulation removal. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted as amended:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids for the removal of the insulation on the piping to the chiller unit at the Charleston Library, and;

FURTHER RESOLVED, That the proposed contract with the successful bidder in an amount not to exceed $10,000 be submitted to the Board for approval.

3. Freon. After discussion and upon a motion by Mr. Fontalbert, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That subject to review and approval by legal counsel, the Library Director and the Administrative Services Officer are hereby authorized to donate approximately 600 pounds of freon (that will be extracted from the HVAC system at the time of its removal) to another public agency.

Old Business.

Old Business.

Staff Development Day has been scheduled for Wednesday, September 29 at the John XXIII Pastoral Center. The Director asked that those Board members who planned to attend this event please give their name to Dallas Sheldon, Administrative Assistant, as soon as possible.

There being no further business, the meeting adjourned.

John Story
President

Linda G. Wright
Secretary

F. DUANE HILL
ATTORNEYS AT LAW
1103 SECURITY BUILDING
CHARLESTON, WEST VIRGINIA 25301

AREA CODE 304
TELEPHONE 346-0553

August 20, 1993

Carlton M. Matheny, 91 Mace Street, Elkview, WV 25071.
Donald C. Morton, Handlan Chapter, Brooks Bird Club, Inc., of Charleston, WV, 272 Lakeview Drive, St. Albans, WV 25177.
Linda Wright, Chief Librarian, Kanawha County Public Library, 123 Capitol Street, Charleston, WV 25301.
Rev. Whiteman, Union Mission of Charleston, 700 South Park Road, Charleston, WV 25304.

RE: Estate of Stanley Norris Gluck,
deceased, testate (5-5-92).

Dear Beneficiaries in Kind of Items of Tangible Personal Property, as Provided by the Probated Will With Valuations as Appraised:

The proposed settlement report, with your affidavit of approval for Short Form Settlement, as filed with the Office of the Kanawha County Fiduciary Supervisor on July 3rd, 1993, was approved by the Kanawha County Commission on August 16th, 1993, subject to proof by me, as Executor, that you have received the distribution in kind as provided for in the Probated Will.

Therefore, this mailed letter as Executor evidences that on or about the 1st of June, 1993, distributions in kind as set forth fully in the July 13th, 1992, dated recorded estate appraisement were made as follows:

1. To Carlton M. Matheny - appraised valuation -	$1,206.50
2. To Handlan Chapter, Brooks Bird Club, Inc. - same	115.00
3. To Kanawha County Public Library -	25.00
4. To Union Mission of Charleston -	25.00

I am mailing copy of this letter to Donna R. Hayes, Kanawha County Fiduciary Supervisor, as evidence of my compliance as Executor with the result that this "estate's report may be recorded and the matter closed".

If you have any questions, do not hesitate to telephone me at 346-0553 or the Office of the Kanawha County Fiduciary Supervisor at 357-0130 or 357-0125.

Very truly yours,

F. Duane Hill

F. DUANE HILL, Executor

cc: Donna R. Hayes
Kanawha County Fiduciary Supervisor
P. O. Box 3226
Charleston, WV 25332

nawha County Schools
200 Elizabeth Street, Charleston, West Virginia 25311-2119 • Phone (304) 348-7732 • FAX (304) 348-1934
Jorea Marple, Ed.D., Superintendent

August 24, 1993

Ms. Linda G. Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Re: **Resignation from the Kanawha County Public Library Board of Directors**

Dear Ms. Wright:

Please accept my resignation from the Kanawha County Public Library Board of Directors. I have resigned from the Kanawha County Board of Education, and will be working with the West Virginia Department of Education. Therefore, Mrs. Jorea Marple, Superintendent, will need to recommend another member of her staff to serve on the Board of Directors of the Kanawha County Public Library.

Sincerely,

David L. Stewart, Treasurer
Kanawha County Schools

DLS/mfm

cc: Jorea Marple, Ed.D.

Moved Chelton
2nd Smith
w/ regret

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 11, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 11, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr.	Bannerot	Mr.	Ray
Ms.	Carter	Mrs.	Russell
Mr.	Fontalbert	Mrs.	Sloan
Ms.	Glasser	Ms.	Thomas
Mr.	Kauffelt	Dr.	Wallace
Mr.	Moss		

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Russell, seconded by Ms. Thomas, and unanimously carried, the Minutes of the September 13, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the payment of Book Bills in the amount of $45,233.62 and General Bills in the amount of $77,320.81 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,279.62 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September 1993, and included in the report was the following:

> During September a number of staff training opportunities took place. In addition to several staff exchange experiences and several seminars attended offered by national companies, the following sessions were developed and offered in the library: "Legal Aspects of Supervision" was presented by attorney Donna Kelley for all supervisors; another in the series of reference workshops for branch staff was conducted by Yvonne Farley; and Patty Bergeron, Branch Children's Programmer, presented a workshop on programming resources, particularly puppet plays. The finale for the month was the Fifth Annual Staff Development Day which was held on September 29 at the John XXIII Pastoral Center. The day was divided into four segments and 19 different

sessions were offered for the staff to choose from. Judging by the comments on the evaluations this may have been our most successful day yet.

The annual account maintenance service from VTLS includes one on-site two day visit per year. Among other activities the VTLS representative met with the High Tech Committee and held a general question and answer session for staff members.

The Library received several gifts this month. In addition to individuals giving funds for memorial books, the Quota Club of Charleston donated a series of four videocassettes "A Basic Course in American Sign Language", and C&P Telephone Pioneers, donated $200 each to Charleston, Clendenin, Cross Lanes, Dunbar, Elk Valley, and Marmet for the purchase of library materials.

A highlight of some of the programs offered in our branch libraries in September includes the following: Cross Lanes held a very successful program on social studies and science fair projects presented by Librarian Alice Riecks. A number of parents were amongst the 24 in attendance. An archaeologist from the Cultural Center presented three programs at Sissonville one of which was an evening program for adults and the other two for students from Flinn Elementary. Elk Valley offered a program on living wills and medical powers of attorney which was very well received. St. Albans held their annual Teddy Bear Storytime which had an attendance of 80 children and parents and of course numerous teddy bears. Dunbar hosted in conjunction with the West Virginia Department of Natural Resources the first of three classes for hunters who are first time licensees.

Each branch had displays celebrating banned books week. Channel 8 filmed a segment on this topic here at Charleston and interviewed Cindy Cook, PR Officer and Terri McDougal, Head of Children's Services. The segment aired on several different newscasts.

September was also library card sign up month and this was promoted in all of our locations. Traletta Wallace, Glasgow/Marmet Branch Manager, presented information to teachers and parents at a PTO meeting at Marmet Elementary. Cross Lanes staff members Ethel Lindberg and Julie Spiegler set up displays about the library and our fitness

materials at two health clubs in Cross Lanes. Mary Lou Lucas of the Elk Valley Branch staffed a display at the Elkview K-Mart and registered 17 new patrons. The St. Albans Branch also staffed a display at K-Mart at the St. Albans Mall and registered 27 new patrons.

Among the over 3,900 questions the Reference Department here in Charleston handled during September were the following unusual inquiries: "What makes a jumping bean jump?" (a caterpillar lives inside the seed of the shrub) and "I'm making sauerkraut and I need to know the zodiac sign for today."

Report of Committees:

Membership Committee. Ms. Wright reported that a possible nominee for a vacant position on the Board of Directors is being considered from the Elk Valley area. Ms. Chilton will report on this matter at the next regularly scheduled meeting.

Capital Funds Committee.

Library Development Officer. Ms. Thomas reported that a copy of the Job Description for the Development Officer was distributed for the Board consideration as requested at the previous Board meeting. The Library Director was asked to check with legal counsel concerning any redundancy in the job description and ADA requirements. After discussion and upon a motion by Ms. Thomas, seconded by Ms. Glasser, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director be authorized to advertise for the position of Development Officer.

After further discussion and upon a motion by Ms. Thomas, seconded by Mr. Kauffelt, the following resolution was adopted:

RESOLVED, That the selection of the Development Officer be made by the Library Director with the assistance of members of the Personnel Committee and other Board members she may decide to contact.

New Business.

1. 85th Anniversary of Kanawha County Public Library in 1994. The Library Director solicited ideas from the Board on ways to attract public attention during the upcoming 85th Anniversary.

2. Legislative Reception. This event has been scheduled on Tuesday, November 9, 1993 at 4:00 p.m. in the John V. Ray room. Ms. Wright informed the Board that Mrs. Rugeley has graciously agreed to give an overview of the Long Range Plan and Space Study during the reception.

3. List of Standing Committees of the Board 1993/1994. This list was distributed to all those present.

There being no further business, the meeting adjourned.

John Ray
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

November 8, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 8, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr.	Bannerot	Mr.	Ray
Ms.	Chilton	Mr.	Reustle
Mr.	Fontalbert	Mrs.	Rugeley
Mr.	Kauffelt	Mrs.	Sloan
Mr.	Moss	Mr.	Smith

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Ray introduced Mr. Harry Reustle, Acting Treasurer of Kanawha County Schools to the Board. Mr. Reustle will fill the unexpired term or Mr. David Stewart.

Correspondence. The Library Director read a letter from Mr. Harry G. Reustle, Acting Treasurer of Kanawha County Schools, accepting the recommendation by Dr. Jorea Marple, Superintendent, to serve on the Board of Directors of the Kanawha County Public Library system and this letter is hereby attached to the minutes of this meeting.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Fontalbert, and unanimously carried, the Minutes of the October 11, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $36,377.88 and General Bills in the amount of $81,848.95 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,240.68 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October 1993, and included in the report was the following:

> October offered a number of staff training opportunities. Eighteen staff members attended the annual conference of the West Virginia Library Association held in Barboursville. Six staff members from the Technical Services Department attended a half day workshop offered by PRLC at West Virginia Staff College in "Advance Searching on the PRISM System", which they use for searching cataloging records from OCLC. Six staff members attended the seminar entitled "Presenting Children's Literature" lead by Dr. Caroline Feller Bauer, a nationally recognized author and lecturer. This seminar was held at the Civic Center. Two staff members attended the National Bookmobile Conference in Columbus, Ohio. Finally, two Board members, Gina Rugeley and Parker Smith, and eight staff members visited the Reynoldsburg Regional Branch Library and the Main Library of the Columbus (Ohio) Metropolitan Library.
>
> A number of library programs were held in October. The fall preschool story hours were begun in most locations. Over 1,700 entries were received in this year's "Write for Fright" contest. An outside panel of judges selected the 13 winners, who were introduced at the Library's annual Imagination Celebration held at the Cultural Center Theatre on October 23. Approximately 350 adults and children attended this event. This years storytellers were Peanut Butter & Jelly. These two women from Columbus, Ohio did an extremely good program of literature based stories. A grant of $950 from the Greater Kanawha Valley Foundation helped with the expenses for the storytellers and theatre. We also received a donation from McDonough Caperton Insurance which helped with the expense of this program.
>
> The Library system again participated in the annual Chamber of Commerce's Cavalcade of Trade. Our booth was again sponsored by Pepsi. The theme used was "Your Second Business Card". Cindy Cook-Miller, Public Relations Officer and Elizabeth Fraser, Assistant Head of the Reference

Department, were the coordinators of this successful event. Many thanks also go to a number of staff members who helped staff the booth during the three days of this event. Besides listing of books and non-print materials related to business, we distributed hundreds of rolodex cards advertising the Reference Department.

Terri McDougal, Head of Children's Services, did her annual program for the local Read Aloud group on new children's books. She will be repeating this program at the Charleston, Dunbar and Elk Valley libraries during the next month. Terri also did a presentation about library services to a faculty senate meeting at Sharon Dawes Elementary School and gave some 7th and 8th grade students at Horace Mann tips in reading aloud as they embark on a reading project with a local day care. Alice Riecks, Cross Lanes Librarian, spoke to the faculty senate at Point Harmony Elementary. Sandra Turner, Elk Valley Librarian, spoke to the Elk Valley Women's Club and Judy Duncan, St. Albans Librarian spoke to the Education Committee of the St. Albans Woman's Club.

Efforts have begun at both the Clendenin and Elk Valley branch libraries to form a young adult group at each location. As a result 4-6 teens volunteered on several different days at Elk Valley to turn one of the meeting rooms into a haunted house for Halloween programming.

Report of Committees.

Support Services Committee. Mr. Fontalbert

1. Property. Mose Slutsky, an avid library patron has proposed that he devise his property (at 1537 Washington Street East) by will to KCPL. He has stated that due to his age he plans to go into a senior citizen's facility. He has proposed that KCPL take over the property, maintain and repair it and permit him to live their until he moves. After discussion and upon a motion by Mr. Fontalbert, seconded by Mr. Kauffelt, and unanimously carried the

following resolution was adopted:

RESOLVED: That the Board of Directors of the Kanawha County Public Library system not enter into a long term arrangement with Mr. Slutsky, and;

FURTHER RESOLVED, That if he wants to devise the property by will to KCPL, such a gift would be appreciated.

2. Insurance. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That the Administrative Services Officer and the Library Director are hereby authorized to seek bids for property and casualty insurance.

3. Insulation Removal. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Rugeley, and unanimously carried the following resolution was adopted.

RESOLVED, The Administrative Services Officer and the Library Director are hereby authorized to enter into a contractual agreement with Astech Corporation for the removal of insulation from piping in the boiler room of the Main Library building, and;

RESOLVED FURTHER, That this work necessitated by the installation of a new air conditioning system be accomplished at a cost of not to exceed $4,998.

4. Proposed Plans for Reuse of Job Corps building. Mr. Paul Wilson, Attorney and Developer, gave a presentation to the Support Services Committee of a proposed plan for the restoration of the Kanawha Hotel building to convert it back to a hotel upon the termination of the lease and occupancy of the building by the Job Corps. After discussion, the Library Director was instructed to write a letter to Mr. Wilson stating the Board's reaction to his proposed plans.

New Business.

1. The Public Library Association Conference has been scheduled for March 22-26, 1993 in Atlanta, Georgia.

2. Christmas Open Houses. A schedule of the branch Christmas Open Houses was distributed.

3. Legislative Reception. That was scheduled for November 9, 1993 was cancelled. Another reception will be scheduled in the near future.

There being no further business, the meeting was adjourned.

John L. Ray
President

Linda J. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

December 13, 1993

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 13, 1993 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Ms.	Chilton	Mr.	Rolston
Ms.	Glasser	Mrs.	Rugeley
Mr.	Kauffelt	Mrs.	Sloan
Mr.	Moss	Mrs.	Smith
Mr.	Ray	Mr.	Smith
Mr.	Reustle	Dr.	Wallace

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Rugeley, seconded by Mr. Rolston, and unanimously carried, the Minutes of the November 8, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the payment of Book Bills in the amount of $49,262.46 and General Bills in the amount of $67,394.78 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,498.78 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Wallace and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November, 1993, included in the report was the following:

> November was a very busy month. The circulation of materials was up 8% form last November. Glasgow and Marmet experienced the most increased use. Other services also saw increased use as indicated by and 18% increase in reference questions handled and a 24% increase in magazine requests experienced in the Charleston Reference Department. Another area of service that was heavily used in November were class visits. Some examples of this volume of activity were 14 classes of 282 students visiting Charleston Reference, 22 classes of 361 students visiting Charleston Childrens, 7 classes of 87 students visiting Elk Valley and 8 classes of 104 students visiting Clendenin. Kim Dankovich of the Charleston Reference Department visited East Bank High School at the invitation of the school librarian. Kim distributed a variety of handouts

and spoke about various library services to 7 individual English classes totaling over 300 students. Kim has received a very positive evaluation of her efforts from the teachers and school librarian.

Fine Free Week was held during Children's Book Week and just over 5,000 overdue items were returned.

Some examples of programs held during November: 30 people attended a program at Cross Lanes on the history of Cross Lanes; Linda Miller, Dunbar Branch Librarian, spoke to the Pioneer Womens Club about library services and then gave them a tour of the branch; 42 people attended a program at Clendenin presented by the Almost Heaven Hammered Dulcimer Society; 16 people attended a workshop at Sissonville on making photo album covers; and 52 people attended a program on the history of the Chesapeake & Ohio Railroad at St. Albans. Elk Valley had a local citizen whose hobby is wood carving do a display of his Santa Claus figures. He also spent 3 hours every Tuesday afternoon at the Library talking to people about his hobby. He was featured in an article in the Metro North.

In November we inaugurated our Adopt-a-Book program. A brochure has been developed to encourage individuals and groups to donate a book(s) in honor of a person/group or in memory of someone.

The West Virginia author, Pickney Benedict, will be at the Charleston Library on Sunday, January 9. He will read from his new book Dogs of God and autograph copies of the book. This will be the first stop on his tour to promote his new book, which is his first full length novel.

Report of Committees.

1. Financial Affairs Committee. Mr. Kauffelt reported to the Board on the 1992/93 Audit Report that was recently conducted by Trainer, Wright & Paterno, C.P.A. After discussion and upon a motion by Mr. Kauffelt, seconded by

Dr. Wallace, and unanimously carried the following resolution was adopted:

RESOLVED, That the "Kanawha County Public Library, Financial Statement, Cash Basis, June 30, 1993" being the audit report for the fiscal year 1992/93 prepared by Trainer, Wright & Paterno, C.P.A., be received and filed.

2. Long Range Planning Committee. Mrs. Rugeley reported that the Committee met on November 29, 1993 at which time they formulated five major goals which are:

- Improve communication with the local branch boards.
- Continue with expansions plans at the Sissonville and Cross Lanes Branch Libraries.
- Keep in contact with the High Tech and Building Committees.
- Serve as the liaison with the Arts Complex Committee.
- Review and update the Long Range Plan as needed.

She also stated that it was the recommendation of the Long Range Planning Committee to invite one member from each local branch board to serve as an active member on the Long Range Planning Committee.

After discussion and upon motion by Mrs. Rugeley, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That Section 1 of ARTICLE IV, COMMITTEES, of the Bylaws of the Kanawha County Public Library be amended to read as follows:

Section 1.
As soon as convenient after the annual meeting of the Library Board, the President shall appoint from the Library Board the following standing committees:

Book Committee
Budget Committee
Building and Grounds Committee
Finance Committee
Gifts, Bequests and Endowment Committee
Personnel Committee
Services Committee

and such special committees as the President shall determine. **The President may appoint members of the Board of Directors or persons who are not members of the Board to standing and special committees. Members of standing and special committees shall serve at the will and pleasure of the President.** Each of the aforesaid standing committees shall consist of at least five members.

Mrs. Rugeley continued that the Long Range Planning Committee would like to formulate a letter inviting branch board participation on the Committee. After discussion, and upon a motion by Mr. Rugeley, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That a member of each branch library board be invited to become a voting member of the Long Range Planning Committee for a period of one year commencing January 1, 1994.

Old Business.

The Reception for members of the West Virginia Legislature was rescheduled for Monday, January 24 at 4:00 p.m. in the John V. Ray room.

There being no further business, the meeting was adjourned.

John L Ray
President

Linda J. Knight
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

January 10, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 10, 1994 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mrs. Russell
Mr. Kauffelt	Mrs. Sloan
Mr. Rolston	Mr. Smith

Also present was Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Dr. Bannerot, 1st Vice-President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the December 13, 1993 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and

unanimously carried, the payment of Book Bills in the amount of $25,375.35 and General Bills in the amount of $59,047.83 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $860.19 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December, 1993, included in the report was the following:

> I attended the branch library open houses as well as the Nitro Library's Open House. As always these were well received by the public. The Cross Lanes Open House was on Channel 8 as Melanie Walters, a Cross Lanes resident, came and interviewed staff members and attendees.
>
> During the past several months work has been in progress to remodel approximately one-third of Room 97 for the Audiovisual Department. There was no more space to house materials in the small space they were occupying on the second floor. In mid-December the materials, equipment and staff were relocated to their new quarters which provides approximately three times more space than Audiovisual had been occupying. In addition to the compact discs, books on cassette and music cassettes, the videos from the first floor were also relocated to the new space. For the first time we now have a true audiovisual department and we believe this will provide more space to house

these materials, but most importantly better service to the public.

Due to the weather and staff shortages I have not yet received all the monthly reports, however, it appears that we collected approximately 9,500 food items during our annual Food for Thought, Food for Fines campaign in December. This is about 1,000 fewer items than last year's record 10,596 items. We forgave 4,690 fines totaling $22,536.

Reports of Committees.

Financial Affairs Committee - Mr. Kauffelt reported that a meeting of the Financial Affairs Committee was held on January 10, 1994 to consider the following:

1. Library Appreciation Dinner. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors of Kanawha County Public Library system invite the Mayors or Representatives of each city of Kanawha County, by letter, to be our guest at the 21st Annual Library Appreciation Day Dinner to be held at the Charleston Civic Center on Monday, February 14, 1994; and,

FURTHER RESOLVED, That the cost of $20 per ticket be paid by the Board of Directors of the Kanawha County Public Library system.

2. Municipal contributions. Mr. Kauffelt reported the need to generate the annual Municipal contributions letters regarding each Branch Library. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted.

RESOLVED, The Board of Directors determined that the amounts requested from the various municipalities and local library boards should be fixed at the current 93/94 fiscal year rate for a period of one year only; and,

RESOLVED FURTHER, During this year a review of the contributions for the branches will be conducted.

Branch Location	Contribution FY 93/94
Clendenin	$ 4,635
Cross Lanes	3,000
Dunbar	31,719
Elk Valley	3,000
Glasgow	3,000
Marmet	7,560
Sissonville	3,000
St. Albans	42,468
Total	**$ 95,382**

Membership Committee. Ms. Chilton presented one new candidate for membership to the Board of Directors, Mrs. Sandra Marshburn of Charleston, West Virginia, who is a member of the faculty at West Virginia State College and serves currently as Secretary of the Elk Valley Library Board.

Upon a motion by Ms. Chilton, seconded by Mrs. Rugeley and unanimously carried, it was moved that Mrs. Sandra Marshburn of Charleston, West Virginia, be nominated for a six-year term effective immediately and ending June 30, 2000, and that a letter seeking approval of this appointment be sent by the Library Director to the Kanawha County Board of Education.

Mrs. Rugeley, Second Vice President, temporarily assumed the chair to allow Dr. Bannerot to present the Personnel Committee's report.

Personnel Committee - Dr. Bannerot, Chair reported that the Personnel Committee had met on January 6, 1994 to consider the following:

1. Smoke Free Workplace. After discussion and upon a motion by Dr. Bannerot, seconded by Mrs. Russell and unanimously carried, the following resolution was adopted:

RESOLVED, That in order to facilitate the transition to a smoke-free environment KCPL will provide upon receipt of an invoice from a licensed health professional or licensed provider a one-time only subsidy of up to $100 for each person employed by KCPL on or before February 1, 1994 who is a smoker and who pursues a course of action to stop smoking.

2. Public Library Association Conference. After discussion and upon a motion by Dr. Bannerot, seconded by Mrs. Russell and unanimously carried, the following resolution was adopted:

RESOLVED, That 13 staff members be authorized to attend the Fifth National Conference & 50th Anniversary Celebration of the Public Library Association in Atlanta, Georgia, March 22-26, 1994 and that expenses be paid in an aggregate amount not to exceed $11,800 with $3,800 of this amount to be taken from the John V. Ray Special Fund Account.

After discussion about personnel matters Dr. Bannerot resumed the Chair.

Support Services Committee. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Chilton and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to accept the bid of Commercial Insurance Services to provide property and casualty insurance to the Kanawha County Public Library for a one-year period beginning January 18, 1994 for a premium of $25,868.98

Old Business.

Legislative Reception - This event is scheduled for January 24, 1994 at 4:00 p.m. in the John V. Ray room of the Kanawha County Public Library.

New Business.

1. The 21st Annual Library Appreciation Day Dinner. Ms. Wright reminded the Board of this annual event scheduled for February 14, 1994. Mr. Art Buchwald, nationally known columnist and humorist, prolific author and a personality in his own right will be the guest speaker this year.

2. Board of Directors Meeting for February 1994. After discussion it was the consensus of the Board of Directors to adopt the following resolution:

RESOLVED, That the Board of Directors Meeting scheduled for Monday, February 14, 1994 be rescheduled to Monday, February 21, 1994 at 3:30 p.m. in the Board Room of the Kanawha County Public Library.

There being no further business, the meeting was adjourned.

Frederick J. Barnard III
Vice- President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 21, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 21, 1994 at 3:30 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mr. Reustle
Ms. Chilton	Mrs. Russell
Mr. Fontalbert	Mrs. Sloan
Mrs. Glasser	Mrs. Smith
Mr. Kauffelt	Dr. Wallace
Mr. Ray	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Director deferred reading a letter recently received from the Town of Glasgow, to be included with the report of the Financial Affairs Committee.

The Director reported that seven letters were recently received from various members of the West Virginia Legislature in response to our letter concerning State Grant-In-Aid.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Dr. Bannerot, and unanimously carried, the Minutes of the January 10, 1994 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bannerot, and unanimously carried, the payment of Book Bills in the amount of $96,202.99 and General Bills in the amount of $146,467.86 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,013.00 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bannerot, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January 1994, included were the following:

The weather was the main issue for January. It seemed to be a weekly battle of the storms in getting snow removed, trying to have enough salt on hand, etc. Eddie Childers, Jimmy Snyder and Fred Ranson are to be commended for dealing with what seemed liked endless storms. Other staff members also pitched in and helped in a variety of ways such as checking on water pipes during the bitter cold, etc. Our Circulation count was down 20% in January compared to January last year.

Karen Arnett, Automation Manager, offered a workshop to staff members on accessing the West Virginia network including the link to the INTERNET. She also highlighted indexes the Library Commission maintains; the newspaper index to the Gazette and Daily Mail and the Family Matters Information and Referral index.

On January 9 West Virginia author Pickney Benedict read from his just released novel dogs of god and answered questions. We had approximately 75 people attend - a literal standing room only crowd in the Ray Room.

Patty Bergeron, Branch Childrens Programmer, despite the weather had a good and enthusiastic turnout for most of her presentations of "Chemistry for Kids". A very nice article about the program appeared in the newspaper. Among other activities, Dr. Strange Glove had children penetrating a raw potato with a drinking straw without bending it no less.

Clendenin reported they had a very popular and successful display/contest during January. The whatchamacallits display featured old-time utensils and tools and patrons were invited to guess what these objects were or what they were used for. Those who got 15 of the 23 items correct won a Whatchamacallits candy bar. Nineteen people won candy bars, but most importantly a lot of people got to reminisce about aspects of life of yesteryear.

Report of Committees.

Long Range Planning Committee. In the absence of Mrs. Rugeley the Director reported that a meeting of the Long Range Planning Committee was held on Sunday, January 30, 1994 at the Dunbar Public Library. The Committee along with a number of the newly appointed branch representatives met and reviewed the Long Range Plan, the Space Plan, the history of the branch library development, the budget for the library system, and discussed the annual branch contributions. The next meeting is scheduled at the Dunbar Branch Library on Sunday, March 13, 1994 at 2:00 p.m.

Capital Funds Committee. In the absence of Ms. Thomas the Director reported that a meeting of the Capital Funds Committee was held February 18, 1994 to consider three proposed candidates to serve as members on the Kanawha County Public Library Foundation Board. It was agreed that the Kanawha County Public Library Board of Directors Executive Committee members would serve as the initial officers of the foundation. The Committee recommended that the following persons be asked to serve as members of the Foundation Board:

Martha Wehrle	(Nancy Thomas, alternate)
Charles Loeb, Jr.	(Tom Heywood, alternate)
Lyle Clay	(Bill Davis, alternate)

After discussion and upon a motion by Ms. Chilton, seconded by Ms. Smith, and unanimously carried, the following resolution's were adopted,

RESOLVED, That Martha Wehrle, Charles Loeb, Jr., and Lyle Clay be asked to serve as members of the Kanawha County Public Library Foundation Board and if one or more of them decline, then the alternates listed above should be asked to serve, and;

RESOLVED FURTHER, That Martha Wehrle be asked to serve a six year term, Charles Loeb, Jr. be asked to serve a four year term, and Lyle Clay be asked to serve a two year term on the Foundation Board.

Financial Affairs Committee. Mr. Kauffelt reported that a meeting of the Financial Affairs Committee was held on February 15, 1994 to consider the following:

Mr. Kauffelt submitted a proposed budget for the fiscal year 1994/1995. Copies were distributed to the members present. Following an explanation of the document and discussion, upon a motion by Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, it was moved that the Budget for fiscal year 1994/1995 be adopted as submitted.

The Administrative Services Officer stated that the 1994 Kanawha County Property Valuations would be certified by the County Tax Assessor on or about March 1, 1994 and that the Board may wish to amend the fiscal year 1994/1995

Budget after information on the Property Valuations has been secured.

The Director read a letter recently received from the Town of Glasgow in reference to the request for annual contributions of $3,000.00 for fiscal year 1994/95 for the Glasgow Branch Library, and is hereby attached to minutes of this meeting. After discussion it was the consensus of the Board of Directors to have the Library Director contact the Town Recorder and ask him to determine if Town Council was in agreement with his proposal. The Library Director will report back to the Board of Directors at its next meeting.

New Business.

Appointment of Bylaws Special Committee. Mr. Ray informed the Board of Directors that Mr. Kauffelt, Mrs. Smith, and Dr. Wallace have graciously agreed to serve on the Bylaws Special Committee.

There being no further business, the meeting adjourned.

John L Ray
President

Linda G. Wright
Secretary

PROPOSED KANAWHA COUNTY PUBLIC LIBRARY

1994/1995 BUDGET

INCOME

	1993/1994	1994/1995
Levying Authorities		
Board of Education	$1,365,953	$1,485,223
County Commission	1,365,953	1,485,223
City of Charleston	489,120	523,776
Subtotal	***3,221,026***	***3,494,222***
State Grants		
Grant In Aid (@ 2.93 per capita for 93/94)	552,146	552,146
Nitro Administrative Fee	3,239	3,239
Special Grant	37,500	37,500
Institutions Grant	16,944	16,944
Subtotal	***609,829***	***609,829***
Branch Support		
Clendenin	4,635	4,635
Cross Lanes	3,000	3,000
Dunbar	31,719	31,719
Elk Valley	3,000	3,000
Glasgow	3,000	3,000
Marmet	7,560	7,560
St. Albans	42,468	42,468
Sissonville	3,000	3,000
Subtotal	***98,382***	***98,382***
Other		
Fines and Fees	60,000	60,000
Interest	12,000	12,000
Miscellaneous/Booksale	45,300	55,000
Jacobson Fund	40,000	40,000
Subtotal	***157,300***	***167,000***
GRAND TOTAL	***$4,086,537***	***$4,369,433***

PROPOSED
KANAWHA COUNTY PUBLIC LIBRARY
1994/1995 BUDGET

EXPENDITURES

	1993/1994	1994/1995
Salaries		
Full-time Professional	$696,383	$722,630
Part-time Professional	29,035	36,950
Full-time Paraprofessionals	1,144,707	1,189,627
Part-time Paraprofessionals	198,128	220,437
Substitute Professionals	9,200	9,900
Substitute Paraprofessionals	41,800	63,900
Overtime	0	5,000
Salaries Subtotal	***2,119,253***	***2,248,444***
Benefits		
Education	4,000	4,300
Parking	10,000	17,000
Retirement	143,794	143,794
FICA	161,552	172,006
Health Insurance	262,000	280,000
Dental Insurance	17,200	17,200
Vision Insurance	3,870	3,870
Disability Insurance	8,000	9,000
Workers Compensation	12,460	12,460
Unemployment Compensation	10,000	10,000
Subtotal	632,876	669,630
Salaries & Benefits Total	***2,752,129***	***2,918,074***
Materials for Collection	548,500	591,500
Reserve for Improved Collections	23,500	21,500
Collection Materials Total	***572,000***	***613,000***
Building and Equipment		
Automation Equipment	12,000	62,500
Automation Repair & Maintenance	50,400	56,750
Automation Software	2,500	2,500
Building Repair & Maintenance	49,000	49,000
Building Improvements	39,500	39,500
Equipment Repair & Maintenance	8,440	9,410
Equipment Purchase	26,094	32,188
Rental, Equipment & Vehicle	1,000	1,000
Vehicle, Purchase	18,000	0
Vehicle, Gas & Oil	5,975	5,275
Vehicle, Maintenance	5,800	6,800
Copier Expenses	6,800	6,800
Rental Copier Expenses	14,800	13,850
Building and Equipment Subtotal	***240,309***	***285,573***

KANAWHA COUNTY PUBLIC LIBRARY
1994/1995 BUDGET
EXPENDITURES - Page 2

	1993/1994	1994/1995
Personnel		
Interviews	1,200	1,200
Travel & Training	19,000	21,000
Employee Parking	7,000	0
Personnel Subtotal	***27,200***	***22,200***
Public Relations		
Printing	8,620	11,500
Programs	4,000	5,000
Advertising	2,875	3,200
Duplicating Expenses	3,440	3,415
Public Relations Subtotal	***18,935***	***23,115***
Supplies		
Office Supplies	14,740	15,900
Automation Supplies	11,000	12,000
Library Supplies	29,690	31,990
Housekeeping Supplies	9,375	9,500
Supplies Subtotal	***64,805***	***69,390***
Utilities		
Electricity	89,550	92,250
Water	6,965	8,410
Sewerage Treatment	3,515	4,475
Natural Gas	11,000	11,000
Fire Service Fee	750	750
Telephone	24,625	25,800
Trash Removal	2,535	2,800
Utilities Subtotal	***138,940***	***145,485***
Other		
Collection Expense for Overdue Materials	2,500	2,500
Postage/Freight	49,895	60,120
Refunds	900	900
Memberships	2,400	2,400
Audit	3,300	3,300
Property and Casualty Insurance	25,000	26,000
OCLC Cataloging Expense	29,000	29,000
Miscellaneous	1,000	1,000
Professional Fees	10,000	10,000
Sales Tax	1,400	1,600
Capital Expenditure Reserve	109,324	118,276
Booksale	2,500	2,500
Other Subtotal	***237,219***	***257,596***
Contingency	35,000	35,000
TOTAL	***$4,086,537***	***$4,369,433***

"PECK" TUCKER
Mayor
"TAD" GILMORE
Recorder

TOWN OF GLASGOW

Council
Joyce Alderson
Roger Martin
Charles Armstrong
Eddie O'Brien
Larry Simmons

Phone 595-1015

129 — 4th Avenue
GLASGOW, W. VA. 25086

February 14, 1994

Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Attention: Ms. Linda G. Wright, Director

Dear Ms. Wright:

I have been instructed by the Common Council of the Town of Glasgow to respond to the Kanawha County Public Library Board of Directors request for a contribution from our municipality of $3000.00 during the 1994/95 fiscal year.

In the past several years council has taken the position that we contribute annually to the library's budget even though no payment is made directly to the library - our position has not changed. When we submit our fiscal year 1994/95 budget to the State Tax Commissioner's office we can budget the various expenses to the library account such as power, heat, etc., however this is only an exercise in a paper transfer and seems unecessary just to satisfy your office that indeed we do expend dollars to the library.

I cannot speak for council but feel that the council members would re-evaluate this position should the Board of Directors extend the number of days that the library in Glasgow is made available to the town residents and residents of surrounding communities. Making the library available on Saturday would certainly be a plus, especially to the working parents.

You need to advise us immediately when the Board decides that our library should be open to the public more than the current two days during the work week. Our budget will be submitted in March, 1994 so you can see the urgency of a quick decision by the Board.

Sincerely,

L. T. Gilmore, Recorder
Town of Glasgow

cc: Mayor and Council Members

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 9, 1994

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library (the "Library") was held on Wednesday, March 9, 1994 at noon in the Board Room of the Library. The following members were present:

Mrs. Glasser	Mrs. Rugeley
Mr. Fontalbert	Mrs. Sloan
Mr. Moss	Mr. Smith
Mr. Ray	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The Revised Budget for the fiscal year 1994/1995 was submitted for consideration. Copies were distributed to the members present. Following an explanation of the document and discussion, upon a motion by Mr. Moss, seconded by Mr. Smith, and unanimously carried, it was moved that the Revised Budget for fiscal year 1994/1995 be adopted as submitted.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. After discussion and upon a motion by Mr. Moss, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted

RESOLVED, That a copy, duly certified by the Director, of the budget of the Library for the fiscal year beginning July 1, 1994, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of the Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the Library and its branch libraries, shown in the said budget; and

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries.

Upon a motion by Mr. Moss, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director of the budget of the Library for the fiscal year beginning July 1, 1994, which has been

approved and adopted by the Library Board, be transmitted to the City of Charleston by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of the Library Board be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the Library and its branch libraries as shown in the said budget; and

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries.

Upon a motion by Mr. Moss, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of the Library for the fiscal year beginning July 1, 1994, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of the Library Board be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the Library and its branch libraries as shown in the said budget; and

RESOLVED FURTHER, The officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such

acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries.

There being no further business, the meeting adjourned.

John L. Ray
President

Linda J. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 14, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 14, 1994 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Ms. Chilton	Mr. Reustle
Mr. Fontalbert	Mrs. Rugeley
Mrs. Glasser	Mrs. Smith
Mr. Kauffelt	Mr. Smith
Mr. Moss	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant, and Sandra Marshburn of the Elk Valley Branch Library Advisory Board.

Mrs. Rugeley, Second-Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Dr. Wallace, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the February 21, 1994 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $22,226.67 and General Bills in the amount of $72,772.12 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,830.62 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February 1994, included were the following:

> The Children's Department had a variety of student art work displayed during February. The art work was done by students from Capital High and Flinn and Piedmont elementary schools.
>
> A very nice article about the new quarters for the Audiovisual Department appeared in the Daily Mail on February 10th. It included some comments from patrons indicating their appreciation of the larger space. The Department circulated 3,713 items during February of which 1,160 were videos.
>
> There is an increasing use of volunteers in some locations. For example Cross Lanes had 32 hours of volunteer assistance in February, Glasgow 4 hours, and Dunbar 17.5 hours. Some of the activities volunteers provide assistance

with are shelving, shelf reading, and preparations for storytimes.

A book repair workshop was offered in February. A total of 15 staff members attended this workshop which was conducted by Susan Harper, Reference librarian and she was assisted by Sara Burgess of the Circulation Department.

Several programs were held around the system in relation to Black History month. On February 12th and 13th Dr. Ancilla Bickley presented a very interesting program on the underground railroad at the Dunbar Branch and the Charleston Library. On February 20th Bob Thompson presented an entertaining program at the St. Albans Library on Jazz and on February 27th a program on black gospel music was held at St. Albans. In addition each location had displays on the black history theme.

Reports of Committees.

Financial Affairs Committee. Mr. Kauffelt reported that the Committee met on Monday, March 7, 1994 to consider amending the fiscal year 1994/1995 Budget after information on the property valuations for 1994 had been secured. The 1994 Kanawha County Property Valuations were certified by the County Tax Assessor on or about March 3, 1994. A Special Meeting of the Board of Directors was held to address this same issue on Wednesday, March 9, 1994 at which time the Revised Budget for the fiscal year 1994/1995 was adopted by resolution.

Long Range Planning Committee. Ms. Rugeley reported that a Committee meeting was held at the Dunbar Branch Library on Sunday, March 13, 1994. The Committee along with

a number of the newly appointed branch representatives met and discussed annual branch contributions for the Library system. The next meeting is scheduled at the Cross Lanes Branch Library on Sunday, April 10, 1994 at 2:00 p.m.

Support Services Committee. Mr. Fontalbert reported that a meeting of the Committee was held Monday, March 14, 1994 at 3:30 to consider the replacement of the air-conditioning unit in the Computer Room due to ongoing maintenance problems. This unit was installed in 1984. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids for the replacement of the air conditioning system in the Computer Room of the Charleston Library and, in consultation with a member of the Support Services Committee, to award a contract for such replacement in an amount not to exceed $17,500.

Old Business.

Glasgow Branch Library Correspondence. The Director referred to a letter recently received from the Town of Glasgow in reference to the Library's request for annual contributions of $3,000.00 for fiscal year 1994/95 for the Glasgow Branch Library, being attached to minutes of February 21, 1994 meeting. The Director reported that the

Glasgow Town Council was not in agreement with the Town Recorder's proposal concerning payment of the requested $3,000 if the Library were to add some hours of service on Saturday. After discussion and upon a motion by Mrs. Glasser, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That a written response be sent to the Town of Glasgow advising them that although the Board values their in-kind contribution this does not equal the amount the Library would receive if the municipal formula were applied to the Glasgow valuations and they must clearly understand that they are the only Branch Library (incorporated or unincorporated) that is not paying their annual contribution, and;

RESOLVED FURTHER, That this document should inform the Town of Glasgow that the Board of Directors has appointed the Long Range Planning Committee to review the issue of annual contributions for the entire Library system and also extend an invitation to the them to designate a representative to serve on the Long Range Planning Committee.

There being no further business, the meeting adjourned.

Eugenia N. Kingsley
Second-Vice President

Linda J. Knight
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 11, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 11, 1994 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mr. Fontalbert	Mr. Smith
Mr. Kauffelt	Dr. Wallace
Mr. Moss	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant.

Dr. Bannerot, First-Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the Minutes of the March 9, 1994 special meeting and the March 14, 1994 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $42,168.12 and General Bills in the amount of $69,340.51 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,791.74 duly certified and approved in accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March 1994, included were the following:

> Along with eleven other staff members, I attended the Public Library Association Conference in Atlanta. We all felt the conference was very worthwhile. The two most popular topics of sessions attended by the 5,000+ registrants were those relating to security and technology.
>
> Ten staff members attended the West Virginia Library Association's Children's Roundtable Workshop on sharing ideas for programs related to the 1994 Summer Reading Program. For the second year in a row this Roundtable has developed a statewide effort to use a single theme and thereby maximize resources and time. Terri McDougal has been co-chair of this Roundtable for the past several years.

In honor of Women's History Month there were three very successful Chautauqua performances by Ann Saville of Eleanor Roosevelt at the Elk Valley, St. Albans and Charleston libraries. In addition most locations had displays related to the topic of women's history.

In conjunction with Read Aloud's emphasis on West Virginia authors during March, the Charleston Library hosted a reading and book signing by Marc Harshman. This was a very successful program with approximately 65 children and parents in attendance.

Lois Dawson retired from the Circulation Department on March 18 after four and half years service. Lois will be missed particularly by those who regularly use the drive-up window. Jane Hughes was hired as a full-time cataloger in the Technical Services Department.

The Library is becoming involved in the planning of the City of Charleston's Bicentennial. Those involved in the planning of this event have begun to use our collection of historical photographs. I am serving on the Historical Events Committee which is meeting every other week. The Bicentennial celebration will begin July 4 and end December 19.

Reports of Committees.

Long Range Planning Committee. Mrs. Rugeley reported that a meeting of the Long Range Planning Committee meeting was held on Sunday, April 10, 1994 from 2:00 - 4:00 p.m. at the Cross Lanes Library. The Committee along with a number of the newly appointed branch representatives met and discussed annual branch contributions and how to make the public more aware both of what our libraries offer and of the cost of maintaining library service county wide. Mrs. Rugeley also discussed a letter recently received from the

City of Marmet which was distributed and read and is hereby attached to the minutes of the meeting. After discussion it was the consensus of the Board of Directors to delay any action until Mr. Fontalbert and members of the Marmet Branch Library Advisory Board attend the next regularly scheduled meeting of the Common Council of the City of Marmet on Thursday, April 21 to glean more insight into this matter. The next Long Range Planning Committee meeting is scheduled at the Elk Valley Branch Library on Sunday, May 1, 1994 from 2:00 - 4:00 p.m.

Personnel Committee. Dr. Bannerot reported that the Personnel Committee held a meeting on April 7, 1994. After discussion and upon a motion by Dr. Wallace, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted.

> RESOLVED, That Marsha Holliday, Personnel Manager, be authorized to attend the seminars: Wage and Salary Administration and Performance Based Pay presented by the School of Labor and Industrial Relations of Michigan State University at Williamsburg, Virginia on May 11-13, 1994, and that expenses be paid in an amount not to exceed $1,400.

He reported that the Personnel Committee is currently working on personnel policies that cover sexual harassment, staff training, and compensatory time.

New Business.

1. Request from the Kanawha County Commission regarding funding. The Library Director stated that Ms. Glasser had recently received a telephone call from the Kanawha County Commission President, "Duke" Bloom asking about our request for funding for the 1994-95 fiscal year. The County Commission also responded to our request for funding with a letter asking that the request be reduced to last year's level. A copy of this letter was distributed to the trustees and is hereby attached to the minutes of this meeting. Mr. Ray responded to the County Commission by letter which was discussed and is hereby attached to the minutes of this meeting. Mr. Ray stated in his letter that the Library Board would address this issue at the April meeting and inform the County Commission of its decision. After discussion, on motion, duly seconded and unanimously carried, the Library Director was authorized and directed to draft a letter to the County Commission stating that the Library needs the amount of money requested for 1994-95 to do the things outlined in Mr. Ray's letter and that the Board of Directors will not change its position concerning this matter.

2. National Library Week. Ms. Wright reported that National Library Week is April 17-23, 1994, which would be an appropriate time to recognize and commend the Library staff for their hard work throughout the year. A small gift

will be delivered by the Library Director to each Department and Branch Library. Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution of Appreciation was adopted:

WHEREAS, April 17-23, 1994 is to be celebrated as National Library Week, and

WHEREAS, all year long the highly dedicated and competent staff members of the Kanawha County Public Library system work diligently to meet the increasing demands for service by the public and to provide a wide variety of library services to Kanawha County citizens of all ages, and

WHEREAS, the Board of Directors of the Kanawha County Public Library system would like to take this occasion to recognize the outstanding work of the staff of the Kanawha County Public Library system,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extends special recognition and appreciation to all members of the Library staff for their work in providing high quality library services to the citizens of Kanawha County.

There being no further business, the meeting adjourned.

D. Edward Hammatt III (EH)
First-Vice President

Linda S. Wright
Secretary

CITY HALL 949-2241

POLICE 949-4388

City of Marmet
P. O. Box 15037 • Marmet, WV 25315

MARCH 21, 1994

LINDA G. WRIGHT, DIRECTOR
KANAWHA COUNTY PUBLIC LIBRARY
123 CAPITOL STREET
CHARLESTON, WEST VIRGINIA 25301

REFERENCE: MARMET BRANCH LIBRARY
FISCAL YEAR 1994-1995

DEAR MS. WRIGHT:

AS YOU WILL RECALL, WHEN YOU VISITED OUR COUNCIL MEETING ON JANUARY 26, 1994, THERE WAS MUCH DISCUSSION CONCERNING THE CONTRIBUTION FOR THE FISCAL YEAR LISTED ABOVE.

THE COMMON COUNCIL MET LAST NIGHT BUT DID NOT ALLOW ANY MONIES TO BE PUT INTO THE 94-95 BUDGET FOR LIBRARY SUPPORT.

WHAT WE WOULD LIKE TO DO IS HAVE THE SAME OPTION AS THE TOWN OF GLASGOW, WHEREBY WE WOULD PERMIT USAGE OF A PORTION OF THE COUNCIL CHAMBERS AS THE FACILITY, WITH YOU PROVIDING PERSONNEL, BOOKS AND SUPPLIES AT NO CHARGE TO THE CITY.

WE REQUEST A MEETING AT YOUR EARLIEST CONVENIENCE TO NEGOTIATE THIS CHANGE OVER IF PERMITTED.

SINCERELY,

BILLY L. PAULEY
MAYOR

WILLIAM E. ~~TABB~~
RECORDER

THELMA H. PAULEY
CITY CLERK

THP

nawha County
c Library
Capitol Street
leston, WV 2530
343-4646

denin Branch
y
548-6370

s Lanes Branch
y
776-5999

bar Branch
y
766-7161

alley Branch
y
965-3636

gow Branch
y
595-3131

net Branch
y
949-6628

bans Branch
y
722-4244

nville Branch
y
984-2244

March 22, 1994

Hon. Louis H. Bloom, President
Hon. William J. Reese, Commissioner
Hon. Henry C. Shores, Commissioner
Kanawha County Commission
P.O. Box 3627
Charleston, West Virginia 25336

Gentlemen:

I acknowledge receipt of your letter of March 17, 1994 requesting the Kanawha County Public Library to reduce its request to the Kanawha County Commission for the fiscal year 1994-1995. Your request will be taken up for consideration by the Board of Directors of the Library at its next regular meeting in April. In the meantime, if you wish to meet with me, the Library Director and/or other members of the Library Board, please call me, and I shall be glad to arrange such a meeting.

The Library has attempted to provide first class educational libraries throughout Kanawha County. We believe that the residents of the County are well satisfied with the library services which have been provided. As you may know, the Library maintains the Main Library in Charleston and eight branch libraries in Cross Lanes, Sissonville, Elk Valley, Clendenin, Dunbar, St. Albans, Marmet and Glasgow, as well as the bookmobile and four other vehicles. In order to deal with major repairs and maintenance of these buildings and vehicles the Library must maintain adequate cash reserves. Examples of major repairs and replacements undertaken and completed during the past four years are the following: replaced a fifty-year old elevator at the Main Library in Charleston at a cost of $57,000; replaced controllers on front elevator at the Main Library and the elevator at the St. Albans branch library at a cost of $43,000; replaced roof on the Dunbar branch library at a cost of $13,900; replaced air conditioning system at the Main Library at a cost of $41,000; replaced the telephone system at the Main Library at a cost of $28,000; replaced the telephone system at the St. Albans branch library at a cost of $2,700; replaced the ten-year old carpeting on the first floor of the Main Library at a cost of $13,000; replaced a inadequate minicomputer at the Main Library at a cost of $170,000; replaced an old bookmobile at a cost of $82,000; completed air conditioning of the Main

Library at a cost of $70,000; replaced carpeting at the Elk Valley branch library at a cost of $3,000; replaced a water line at the Marmet branch library at a cost of $4,000 and resurfaced parking lots at Elk Valley and Sissonville branch libraries at a cost of $4,000.

One of the major increases in our request for 1994-1995 to the County Commission is for funds to expand, upgrade, remodel and refurbish the branch libraries at Cross Lanes and Sissonville. The facilities at these two locations are no longer large enough to serve the demands for library services there.

It should also be pointed out that since the County Commission pays its share of the Library's annual request on a quarterly basis at the end of each quarter rather than on a monthly basis, the Library is required during each quarter to maintain adequate cash reserves to meet its monthly payrolls and pay its other bills and expenses on time.

We have provided you with a complete copy of the 1994-1995 budget for the Library, but enclose an extra copy of that document. I am advised that you have been provided with audit reports for the Library each year for the last five years with the Library's annual request for funds, except for the report for the year ended June 30, 1993. A copy of that report is also enclosed. If you need additional copies of the audit reports for prior years, we shall furnish them at your request. Also enclosed is a copy of the current list of employees of the Library, showing their names, positions and salaries.

Very truly yours,

President

JLR/clb
Enclosures

KANAWHA COUNTY COMMISSION

iis H. Bloom, President
illam J. Reese, Commissioner
nry C. Shores, Commissioner

Post Office Box 3627
Charleston, West Virginia 25336

Telephone (304) 357-0101
FAX (304) 357-0595

March 17, 1994

John Ray, President
Kanawha County Public Library Board of Directors
123 Capitol Street
Charleston, WV 25301

Dear Mr. Ray:

This letter is to acknowledge receipt of your Board's resolution of March 9, 1994, requesting $1,562,490 (the maximum amount allowed the library by the Special Act of the West Virginia Legislature) to be paid from the Kanawha County Commission General Revenue Fund. Please be advised that this request amounts to a $213,366 increase in funding from the Kanawha County Commission over that which is being received this present fiscal year. It is my understanding that a similar request for a $213,366 increase has been made to the Kanawha County School Board and an additional $91,007 is being requested from the City of Charleston. In total you are requesting a total increase in funding for an amount in excess of a half a million dollars.

As you are aware, over the last three years a statewide reevaluation of property has taken place. When the legislature put this process in motion, there was a concern that a potentially dramatic increase in assessments would put an undue burden on West Virginia taxpayers. For this reason, provisions were made to roll back levy rates in both regular and excess levies. We feel that your Board's failure to roll back its rate has resulted in a tremendously unneeded and unjustified windfall for the library.

The County Commission does not argue with the importance of the public library system, but does feel that the library should be willing to reduce its revenue request to lessen the burden to county taxpayers. The Board of Education and the City of Charleston levies have already been reduced. The County Commission will be reducing both the regular and excess levies for this tax year.

As the chart below indicates, the library's revenue from the various levying bodies has increased 67% over the last five years:

Fiscal Year	County Commission	Board of Education	City of Charleston	Total
FY 89-90	$ 937,710	$ 937,710	$ 346,952	$2,222,372
FY 90-91	$ 993,630	$ 993,630	$ 367,643	$2,354,903
FY 91-92	$1,074,102	$1,074,102	$ 397,417	$2,545,621
FY 92-93	$1,198,469	$1,198,469	$ 443,433	$2,840,371
FY 93-94	$1,349,124	$1,349,124	$ 499,175	$3,197,423
FY 94-95	$1,562,490	$1,562,490	$ 590,182	$3,715,162

Again, I request on behalf of the Commission that you reduce your request to last year's level. We feel that this is a fair and appropriate amount.

Finally, would you please provide a complete copy of your 1994 budget document, your audit reports for the last five years (we are particularly interested in your reserve balances), and a current payroll list which includes names, positions, and salaries.

We would appreciate a prompt response to this inquiry,

Sincerely,

Louis H. Bloom
President

William J. Reese
Commissioner

Henry C. Shores
Commissioner

cc: Linda Wright, Director
Board of Directors

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 9, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 9, 1994 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Carter	Mrs. Russell
Ms. Chilton	Mr. Smith
Mr. Kauffelt	Ms. Thomas
Mr. Moss	Dr. Wallace
Mr. Ray	Mr. Walters
Mr. Reustle	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray introduced Mr. Douglas J. Walters, Director of Staff Development of Kanawha County Schools, to the Board. Mr. Walters will fill the position previously held by Mrs. Ann Reynolds.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright shared correspondence from patrons expressing their appreciation of Library staff providing quality customer service.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the April 11, 1994 regular meeting and amendment to page 5 as mailed was approved. After discussion and upon a motion by Dr. Wallace, seconded by Mr. Smith, and unanimously carried, the Minutes of the meeting were approved, as amended.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell , seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $34,898.57 and General Bills in the amount of $57,400.95 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $603.30 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April 1994, included were the following:

Fine Free Week was observed during National Library Week, April 17-23. Approximately 5,000 overdue items were returned, which is the usual number we receive. The Automation Department did a trial run of the new Phone Tree Plus software. This software allows us to download a group of overdue patron information and then automatically dials the patron and leaves a message. We would like to use this software as the vehicle for first notification of patron overdues and then follow with the printed notice we now send in 5-10 days if overdue situation continues. We hope this may stabilize our mounting cost of postage for overdues notification.

A number of staff members participated in staffing the Librarys exhibit for Education on Parade at the Town Center on April 23. It gave us an opportunity to highlight the forthcoming Summer Reading programs for children and teens. The bookmobile participated in the Festival of Friends at Coonskin Park on Saturday, April 23.

Several branch locations held a very successful and unique program in April in conjunction with Dynamark Security Systems and law enforcement officials. The program was designed for parents and their children concerning safety and child abduction. While a video was shown to parents on missing children, a state trooper or sheriffs deputy talked to children about dealing with strangers and general home safety tips. The final part of the program had a photograph and fingerprints taken of each child. Parents were then given this information for their child in a passport and the law enforcement official instructed parents on immediate action to take in case of an emergency. Approximately 165 parents and children attended the programs at Clendenin, Glasgow, Marmet and St. Albans.

Reports of Committees.

1. Long Range Planning Committee. Mrs. Rugeley reported that a meeting of the Long Range Planning Committee meeting was held on Sunday, May 1, 1994 from 2:00 - 4:00 p.m. at the Elk Valley Branch Library. The Committee along with a number of the newly appointed branch representatives met and continued discussion of annual branch contributions and how to make the public more aware both of what our libraries offer and of the cost of maintaining library service county wide. The next Long Range Planning Committee meeting is scheduled at the Clendenin Branch Library on Tuesday, June 7, 1994 from 6:00 - 8:00 p.m.

2. Membership Committee. Ms. Chilton, Chair, informed the Board that the terms of three Board members will expire June 30, 1994. Upon motion of Ms. Chilton, seconded by Mrs. Russell, and unanimously carried, it was moved the Mrs. Phyllis H. Carter, Mr. Bruce Moss and Mr. John L. Ray be nominated for six-year terms beginning July 1, 1994 and ending June 30, 2000 and that the Library Director submit these nominations to The Board of Education of Kanawha County.

Old Business.

1. City of Marmet. Ms. Wright reported that Mr. Fontalbert along with other members of the Marmet Branch Library Board attended a recent Marmet Town Council meeting. They were informed by Council members that funds for the library were not being made available for FY 94/95. The Marmet Branch Library Board would like to make a concerted effort to raise awareness in the community of this situation.

2. Kanawha County Commission. Ms. Wright reported that as directed by the Board, at the April 11, 1994 meeting, a letter had been drafted and sent to the Kanawha County Commission regarding funding for fiscal year 1994/95. The Commission has not responded to this last letter.

New Business.

1. Appointment to the High Tech Committee. Mr. Ray appointed two new members to the High Tech Committee. They are: Ms. Pamela Coyle, Director of the South Charleston Public and Mr. Roland Schindler, Attorney at Law.

2. Empowerment Zones. Mr. Walters discussed a federally funded program that would allow for the development of a grant for an empowerment zone for various

categories of needs. There exists a possibility of several million dollars that could be made available for the new Main Library. The goals for the education section of the grant would address student achievement centers, the Library, and an adult training center. After discussion it was the consensus of the Board to authorize the Library Director and staff to work with Mr. Walters and others involved in developing grants for empowerment zones.

3. Dr. Bannerot asked that the Library Director report on the status of merit pay and compile a report on the book collection.

There being no further business, the meeting adjourned.

John A. Ramey
President

Linda S. Knight
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 13, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 13, 1994 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Carter	Mrs. Russell
Mr. Fontalbert	Mrs. Sloan
Mr. Moss	Mr. Smith
Mr. Kauffelt	Ms. Thomas
Mr. Ray	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Karen Arnett, Automation Manger, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the May 9, 1994 regular meeting and was approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the payment of Book Bills in the amount of $60,560.46 and General Bills in the amount of $94,293.73 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,261.65 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May 1994, included were the following:

> KCPL sponsored a volunteer fair for teenagers at the Dunbar Branch Library on May 21. Representatives from CAMC, WV Rehabilitation, Sunrise, and Read Aloud set up tables at the fair to meet with teens interested in volunteering. Approximately 65 teens attended. This event was organized by the Young Adult Summer Reading Program Committee. Through the efforts of this Committee we have had an overwhelming response to our efforts to recruit teens to assist with the childrens summer reading program. Over 160 teens have volunteered systemwide. Each branch held a two hour training session before the teens started to volunteer.

A number of staff members were involved in visiting schools in May to promote the summer reading programs. In addition Willard Reynolds of the Bookmobile staff participated in the WV Heritage Festival at Dupont Junior High, Kim Dankovich of the Reference Department spent an entire day at Dupont speaking to various English classes about the library and its services, Vicky Samples of Clendenin Branch and Mary Lou Lucas of the Elk Valley Branch represented the library at the annual festival held at Herbert Hoover High.

The Technical Services Department added 3,456 items to the collection in May. This set a new record.

In the area of buildings and grounds the exterior of the Clendenin Branch Library was painted. The soffit in the overhang at the St. Albans Library was replaced. Work continued on the renovations to the HVAC system at St. Albans.

The library system began to offer telephone renewals June 1. Previously patrons had to bring materials to the library for renewal.

Report of Committees

1. High Tech Committee. Ms. Karen Arnett, Chair reported that a meeting of the High Tech Committee was held June 8, 1994. The Committee recommended the purchase for the Library system of an Electronic Mail (E-Mail) Software package by Hewlett Packard called Desk Manager. The Committee believes this software will facilitate internal communications. After discussion and upon a motion by Mrs. Rugeley, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to purchase Hewlett Packard Desk

Manager (E-Mail) Software and training in an amount not to exceed $14,000.

FURTHER RESOLVED, That the KCPL Book Sale Committee agrees to pay $5,750 of the above not to exceed amount.

2. Support Services Committee. Mr. Fontalbert, Chair reported that a meeting of the Support Service Committee was held June 2, 1994 at 4:00 p.m. in the Board Room to discuss the following:

A. Telecommunications Network Upgrade.

Ms. Karen Arnett, Automation Manager, gave a background on the upgrade and explained that the telecommunication equipment that is currently installed in the Library is 10 years old and runs 365 days a year. We are currently experiencing problems with our present equipment and parts and maintenance have become very hard to get. A consultant was hired to assist in putting together a proposal to upgrade that would include a backbone frame relay network, TCP/IP Communications and CD/ROM. This proposal is the first phase of a two to three year program that will encompass the entire system. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to enter into a contract with Hewlett-Packard Corporation in an amount not to exceed $100,000 to provide the necessary labor, equipment, training, and computer software to install and maintain an upgraded

telecommunications network for the Charleston, St. Albans, and Elk Valley libraries.

B. Masonry Contractor. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Sloan, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to employ Carte Masonry on an hourly contract basis in a total amount not to exceed $25,000 to do repairs to the planter walls at the Charleston Library.

C. Office Copier. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to purchase a copier for the Administrative Office of the Charleston Library in an amount not to exceed $11,000.

D. Parking Lot at Elk Valley Library. After discussion, and upon a motion by Mr. Fontalbert, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to offer the land owner adjacent to the Elk Valley Branch Library up to $1,200 a year with annual payment in advance and to allow for improving of the parking lot in an amount not to exceed $6,000.

3. Financial Affairs Committee - Mr. Kauffelt reported on certain aspects of the financial record keeping that need to be attended to before the end of the fiscal year on June 30, 1994.

A. Non-Appropriated Receipts. An amount of $69,475.29 of non-appropriated receipts was identified, explained and recorded as follows:

KANAWHA COUNTY PUBLIC LIBRARY

NON-APPROPRIATED RECEIPTS

1993/1994

Grant-In-Aid - over and above $589,646.00	$36,867.00
Institutional Grant - over and above $16,944.00	1,768.00
Interest - over and above $12,000.00	2,233.27
Booksale	13,747.38
Sale of Foundation Directory	185.45
Interlibrary Loan	412.91
Employee Parking	6405.00
Water Fountain Donations	14.55
Recycled Material	57.50
Gas Access Systems - Overpayment Refund	669.25
Thomas Built Buses - Warranty Invoice Refund	202.03
WVLA - Registration Overpayment Refund	40.00
Sale of Card Catalog	21.37
Sale of Bookcases	203.00
Sale of Art Sculpture	172.53
South Charleston Library - 92/93 Computer Maintenance	1913.30
Cindy Cook - Long Distance Calls Reimbursement	7.81
Glenna Weese - Long Distance Calls Reimbursement	3.49
Mary Penn - Long Distance Calls Reimbursement	1.34

Patty Bergeron - Long Distance Calls Reimbursement	3.08
Judy Duncan - Long Distance Calls Reimbursement	1.03
Baker and Taylor - Postage Reimbursement	152.18
Elk Valley Library - Bulk Mail Reimbursement	196.93
WVLA - Postage Reimbursement	30.12
U. S. Postal Service - Postage Refunds on Envelopes	12.87
Public Library Association - Postage Reimbursement	71.67
Lois Dawson - Dental/Vision Insurance	81.14
Peg Palmer - Health Insurance	1936.00
St. Albans Library - Copier Expense Reimbursement	1853.77
Patty Bergeron - Cash Advance Refund	5.25
Terri McDougal - Cash Advance Refund	29.68
Linda Wright - Cash Advance Refund	37.83
Linda Miller - Cash Advance Refund	65.77
Susanna Holstein - Cash Advance Refund	7.60
Marsha Holliday - Cash Advance Refund	9.32
Cindy Miller - Cash Advance Refund	30.00
Linda Irving - Returned Check	15.00
Jo Ellen Flagg - Computer Disks	10.87
	$69.475.29

Upon a motion by Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Budget of the current 1993/94 fiscal year be amended to reflect the non-appropriated receipts of $69,475.29 as submitted to this meeting as well as additional monies received between this date and June 30, 1994

B. Estate Bequest. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library gratefully accept the bequest of $46,159.50 from the estate of Dr. Harry Straley and that said amount be deposited in the Library's Special Fund account.

4. Capital Funds Committee - Ms. Thomas, Chair reported that a Development Officer had been interviewed and hired. Mr. Richard Ressmeyer will assume the duties of Director of Development on July 18, 1994.

5. Long Range Planning Committee - Mrs. Rugeley, Chair reported that a meeting of the Committee was held on June 7, 1994 from 6:00 - 8:00 p.m. at the Clendenin Public Library. The Committee along with a number of the newly appointed branch representatives met and continued discussion of annual branch contributions and how to make the public more aware both of what our libraries offer and of the cost of maintaining library service county wide.

The next Long Range Planning Committee meeting is scheduled in Marmet on Tuesday, August 9, 1994 from 6:00 - 8:00 p.m.

Old Business

Empowerment Zones - Ms. Wright reported that the Empowerment Zone grant application had been developed by a committee in the community. The application includes an amount of five million dollars for the new main library were. Grants that are approved will be awarded in September 1994.

New Business

1. Appointment of Nominating Committee. Mr. Ray appointed a Nominating Committee to present a slate of officers at the July annual meeting. Ms. Glasser, Mr. Moss and Mr. Rolston will make up this committee with Ms. Glasser selected as Chair.

2. Date of Annual Meeting. Mr. Ray suggested that due to the date of the annual meeting (July 1, 1994) falling so close to the Fourth of July Holiday that the date of the Annual Meeting be changed to July 11, 1994 at 2:00 p.m. It was also suggested that the Annual Meeting be held at the Dunbar Branch Library. Upon a motion by Dr. Bannerot,

seconded by Ms. Carter, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Annual Meeting of the Kanawha County Public Library Board of Directors be held July 11, 1994 at 2:00 p.m. at the Dunbar Branch Library, 301 - 12th Street Mall, Dunbar, West Virginia.

There being no further business, the meeting adjourned.

John L. Ross
President

Linda S. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 8, 1994

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 8, 1994 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bannerot	Mr. Ray
Mr. Fontalbert	Mr. Reustle
Ms. Glasser	Mr. Smith
Mr. Kauffelt	Mr. Walters
Mr. Moss	Dr. Wallace

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The meeting was held to discuss the action of the Kanawha County Commission as stated in the letter dated June 13, 1994 of Stephen Zoeller, County Manager, to John L. Ray, President of the Library Board of Directors. This letter was distributed, discussed and is attached to the minutes of this meeting. Subsequent to receipt of this letter, the

Library Director was asked by Mr. Zeoller to pick-up the last quarterly check for the Library's contribution from the County Commission. He also related that the check included a statement which read: "**Deposit of this check constitutes acceptance of payment in full for 1993-94 levy disbursement".**

After discussion, upon motion by Mr. Smith, seconded by Mr. Walters, and unanimously carried, the following resolution was adopted:

RESOLVED, That the President of the Library Board of Directors respond to the letter dated June 13, 1994 from the County Manager by requesting payment in full of the amount to which the Library is legally entitled;

RESOLVED FURTHER, That if the County Commission fails to make such payment within a reasonable time that the President be authorized and directed to institute proper legal proceeding on behalf of the Library to collect the same.

There being no further business, the meeting adjourned.

John L. Ray

President

Linda J. Knight

Secretary

Deposit of this check constitutes acceptance
of payment in full for 1993-94 levy disbursement

KANAWHA COUNTY COMMISSION

Louis H. Bloom, President
William J. Reese, Commissioner
Henry C. Shores, Commissioner

Post Office Box 3627
Charleston, West Virginia 25336

Telephone (304) 357-0101
FAX (304) 357-0595

June 13, 1994

Mr. John L. Ray
President
Kanawha County Public Library Board of Directors
1210 One Valley Square
Charleston, WV 25301

Dear Mr. Ray:

This letter is to inform you that the disbursement you will be receiving at the end of this month, pursuant to Chapter 178 of the Acts of the West Virginia Legislature, 1957, will reflect a reduction due to uncollectible taxes, discounts, and exonerations. These are the same reduction categories that apply to all levying bodies. These reductions, when applied, reflect the actual amount of taxes collected for any tax year.

In the past, the library has received its levy amount without consideration for the above factors. This has put the county in the position of having to expend county dollars to pay the library for taxes that were never collected.

The actual percentage of taxes collected for any one tax year is 94.8%; therefore, we are reducing your last disbursement by that percentage which amounts to $80,154. Based on a Tax and Revenue opinion, the county could use a figure as high as 12.5% as a reduction, but I feel that the 5.2% figure is a fair and accurate percentage that reflects the ultimate amount of taxes not collected for any given tax year.

Please note that the same percentage reduction will be applied to Fiscal Year 1994-95 and each subsequent tax year. Feel free to contact me if you have any questions.

Sincerely,

Stephen Zoeller

Stephen Zoeller
County Manager

cc: Kent Hall, Mayor, City of Charleston
Jorea Marple, Superintendent, Kanawha County Board of

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 11, 1994

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 11, 1994 at 2:00 p.m. in the Meeting Room at the Dunbar Branch Library.

The following members were present:

Dr. Bannerot	Mrs. Sloan
Mr. Fontalbert	Mr. Smith
Ms. Glasser	Mrs. Smith
Mr. Moss	Dr. Wallace
Mr. Ray	Mr. Walters

Alsc present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

The President welcomed the library staff and the following guests: Mrs. Juliet Lynch and Ann Smith from the Clendenin Library Board; Mrs. Norma Brick from the Cross Lanes Library Board; Mr. John Santrock from the Nitro Library Board; Mr. Karney Tinney from the Sissonville Library Board; Mrs. Eleanor Keenan, Pam Stickle, and Kenneth Williamson from the St. Albans Library Board.

The President also welcomed the following special guests: Ms. Barbara Nolan, Ms. Annabel Burns, Ms. Miffy Chambers, Ms. Grace Elkin, Ms. Mary Alice Elkins, Ms. Ardath Francke, Ms. Mary Ann Mohler, Ms. Virginia Point, Ms. Margaret Shepherd, Ms. Sally Sullivan, Ms. Dottie Thomas, Ms. Betsy Trammel, and Ms. Elizabeth Witschey members of the Womans Kanawha Literary Club.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Dr. Wallace, and unanimously carried, the minutes of the June 13, 1994 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Moss, seconded by Dr. Wallace, and unanimously carried, the payment of Book Bills in the amount of $45,243.46 and General Bills in the amount of $53,835.96 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $900.90 duly certified and approved in accordance with

the Bylaws and on motion of Mr. Moss, seconded by Dr. Wallace, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1993/94. Ms. Wright shared an early history of the Library and recognized the Woman's Kanawha Literary Club as the group responsible for founding the Library 85 years ago. She also shared information on the library's special bill and the move to the present Main Library.

Ms. Wright then introduced the following staff members who made presentations to the Board:

- Willard Reynolds, Bookmobile Service Clerk, spoke on Bookmobile service and how it started, developed and present services.
- JoEllen Flagg, Branch Services Department Head, gave a brief overview of transitions the library has made from bookmobile stops to library buildings in the outlying areas of the County, and the role of the local library boards.
- Eleanor Keenan from the St. Albans Library Board and Terry Fontalbert from the Marmet Branch Library Board both shared how local library boards and local communities are involved in the library and what the library has meant to those respective communities
- Sylvia Grandal, Technical Services Department Head, gave an overview of the collection and how ordering and processing of materials have changed over the years.

- Marilyn Henstock, Audiovisual Services Department Head, shared information about the audiovisual formats that are currently available and how we began to have certain formats in the collection, their growing popularity, and the move this past year to the new Audiovisual Department quarters.

- Karen Arnett, Automation Manager, spoke on technology available such as the on-line catalog, automated circulation, CD-ROM resources and their use, future plans, and new and innovative technological advancements that are now available.

- Cindy Miller, Public Relations Officer, spoke about special services available throughout the library system, various types of programs, exhibits, and community events sponsored by the library.

The Annual Report for fiscal year 1993/94 is hereby attached to the minutes of the meeting.

Library Board of Directors

Mr. John L. Ray
President

Dr. Frederick G. Bannerot, III
1st Vice President

Mrs. Virginia H. Rugeley
2nd Vice President

Ms. Phyllis Carter
Ms. Nelle Chilton
Ms. Carole Glasser
Mr. Terry Fontalbert
Mr. T. D. Kauffelt
Mr. Bruce Moss
Mr. Darrell Rolston
Mrs. Lottye Russell
Mrs. Frances Sloan
Mrs. Helen Smith
Mr. Parker Smith
Ms. Sandra Thomas
Dr. William J. L. Wallace

- Two members were appointed:
  Mr. Harry Reustle
  Mr. Douglas Walters

- Three members were reappointed:
  Mrs. Phyllis Carter
  Mr. Bruce Moss
  Mr. John L. Ray

Library Staff

Patricia Abbott
Janet Adams
Jean Andrews
Karen Arnett
Brenda Batemen
Holly Becker
William Bell
Patricia Bergeron
John Boggess
Brian Bradley
Olivia Bravo
Willie Brooks
Linda Brumfield
Reba Burdette
Doris Burford
Mary Burgess
Sara Burgess
Melissa Carr
Nova Casto
Eddie Childers
Garnett Clark
Phyllis Clendenin
Clarence Clere
Timothy Cook
Vicki Cox
Patricia Crihfield
Sandra Cunningham
Kim Dankovich
Gwyn Dekker
Ralph Douglas
Judith Duncan
Samantha Eck
Heather Elliott
Lori Falin
Yvonne Farley
Denise Ferguson
Ronald Finney
Jo Ellen Flagg
Elizabeth Fraser
Lucy Frazier
David Frercks
Sandra Frercks
Linda Gammon
Beverly Geiger
Wanda Good
Sylvia Grandal
Diana Grant
Pamela Hacker
Betty Jane Harper
Jessica Harper
Susan Harper
Jerry Harris
Gail Harrison
Roger Hensley
Marilyn Henstock
Bridget Herndon
Mary Jane Hicks
Marsha Holliday
Garnetta Holmes
Susanna Holstein
Neva Horne
Patricia Howell
Judith Hudnall
Jane Hughes
Betty Hundley
Linda Irving
Velma Jackson
Carol Johnson-Cyrus
Kevin Kidd
Nancy Kilpatrick
Pat Knight
Linda Lacaria
Cynthia Lane
Eugene LaRue
Linda Lawrence
Matthew Lawson
Ethel Lindberg
David Lowdermilk
Mary Lou Lucas
Darrell Mack
Lisa Mack
Janet Martin
Jacqueline Maxwell
Bob McCracken
Terri McDougal
Jacqueline McFarland
Margaret McGarrity
Angela Miller
Cynthia Miller
Linda Miller
Joycelyn Mills
Theelema Mines
Jeri Morris
Stephanie Napier-Tyree
Jean Naylor
Diane Pauley
Mary Penn
Nancy Pennington
Annette Phillips
Henry Pickens
Thelma Mae Pickrell
Frederick Ranson
Pam Reger
Willard Reynolds
Alice Riecks
Mark Robinson
Janie Rojas
Debra Russell
Jane Saluta
Vicky Samples
David Schau
Dallas Sheldon
David Simms
Yvonna Sloan
Dixie Smith
Idair Smookler
Shirley Smyth
Kimberly Snodgrass
Jimmy Snyder
Linda Spaulding
Julia Spiegler
David Stone
Barbara Straughter
Marsha Taylor
Mary Ann Taylor
Judith Toney
Ralph Toney
Judy Trader
Sandy Trimble
Peggy Triplett
Norma Truluck
Charles Tuitt
Sandra Turner
Freda Valavanis
Traletta Wallace
Lora Ward
Paula Ward
Glenna Weese
Joyce Williams
Cicely Woodson
Linda Wright
Sara Sue Wright
Lisa Yates

Library System Statistics

	FY 93/94
Total patrons registered as of June 30, 1994:	**120,682**
Total items in the collection as of June 30, 1994:	**621,620**
During the 1993/94 Fiscal Year:	
Items Circulated:	**1,014,413**
New Patrons Registered:	**9,834**
Patron Contacts:	**948,436**
Visits to Libraries:	**866,866**
Calls to Libraries:	**81,570**
Reserve Requests Processed for Specific Items:	**75,659**
Items Interloaned from One KCPL Library Branch to Another:	**42,362**
Items Requested by other library systems through Interlibrary Loan from KCPL	**2,930**
Directional, Information and Reference Questions Answered:	**267,411**
Number of Children's Programs Conducted:	**406**
Number of Children Attending Children's Programs:	**8,564**
Number of School Classes Touring Libraries:	**435**
Number of Students Touring Libraries:	**8,203**
Number of People Using Public Meeting Rooms:	**11,292**

Operations Highlights

- Due to significant drops in usage in January and February because of the severe winter weather the circulation of materials increased only 1% over the previous fiscal year. There continues to be an increase in the number of videos being used by the public with 47,723 checked out this fiscal year as compared to 45,499 for last year. There was a dramatic increase in the number of reserve requests that were processed. In the fiscal year just ended 75,659 requests were handled compared with 55,086 in the previous year for an increase of 37%. The number of directional, information and reference questions answered were 267,411 for an increase of 3.8%.

- Usage of the Audiovisual Department continues to grow each month. A record 37,894 items were circulated in 1994. These materials are for the most part videos, cassettes and compact discs. The growth of the audiovisual collection and the increased use resulted in a significant problem of inadequate space. As a result the materials, equipment and staff were relocated to new quarters on the 4th floor of the Charleston Library in mid-December. This relocation provides approximately three times more space than Audiovisual had been occupying. In addition to the compact discs, books on cassette and music cassettes, the videos from the first floor were also relocated to the new space. For the first time we now have a true audiovisual department and we believe this will provide not only more space to house these materials, but most importantly better service to the public. Also to better serve the public the loan period for videos was increased from 2 days to 7 days and the holds/loans capability was extended to include videos.

- The Technical Services Department added 31,763 items to the collection in fiscal year 1993-94 and withdrew 16,324 items.

- A CD-ROM service, Books-In-Print Plus, was initiated to facilitate the identification and acquisition of library materials.

- In the Technical Services Department various types of subscription information were loaded into the acquisitions database to improve record keeping.

- Interlibrary loan service continues to be heavily used. 2,930 books and periodical articles were sent to other libraries mostly in West Virginia. In addition 1,048 items were requested from other libraries to meet the information needs of Kanawha County Public Library patrons.

- The library system began to offer the renewal of library materials by telephone on June 1. Previously patrons had to bring materials to the library for renewal.

Operations Highlights (continued)

- A mechanism of biannual meetings was instituted to improve interchange of information between public services and technical services.

- A database of clubs and organizations information for Kanawha County was established by staff members in the Reference and Automation Departments. Information was solicited from known organizations and the general public.

- The Library began serving the new South Central Regional Jail. The Library can provide many more items each month than we previously did for the Kanawha County Jail as separate space is available to house these materials.

- Work was begun by the Reference Department on compiling information for a new edition of the West Virginia Foundation Directory.

Personnel Management Highlights

- The Employee Performance Evaluation Form and the accompanying supervisor's manual for completing the form were revised.

- The management audit process continued. Audits were completed for the Elk Valley Branch, Children's and Circulation Departments.

- A database for job descriptions was compiled.

- The Personnel Department coordinated external staff training opportunities resulting in 73 staff members attending 50 seminars/workshops.

- Ten staff members attended the West Virginia Library Association's Children's Roundtable Workshop on sharing ideas for programs related to the 1994 Summer Reading Program. For the second year in a row this Roundtable has developed a statewide effort to use a theme and thereby maximize resources and time.

- Twelve staff members attended the Public Library Association Conference held in Atlanta, Georgia in March. A meeting was subsequently held to provide an opportunity for these conference attendees to share information from the Conference with other staff.

- Eighteen staff members attended the annual conference of the West Virginia Library Association held in Barboursville.

- Six staff members from the Technical Services Department attended a half day workshop offered by PRLC at West Virginia State College in "Advance Searching on the PRISM System", which they use for searching cataloging records from OCLC.

- Six staff members attended a seminar held in Charleston entitled "Presenting Children's Literature" lead by Dr. Caroline Feller Bauer, a nationally recognized author and lecturer.

- Two staff members attended the National Bookmobile Conference in Columbus, Ohio.

- Two Board members and eight staff members visited the Reynoldsburg Regional Branch Library and the Main Library of the Columbus (Ohio) Metropolitan Library.

- "Legal Aspects of Supervision" was presented by local attorney Donna Kelley for all library supervisors.

- A series of reference workshops for branch staff was conducted by Yvonne Farley of the Reference Department.

Personnel Management Highlights (continued)

- Patty Bergeron, Branch Children's Programmer, presented a workshop on children's programming resources, particularly puppet plays.

- Susan Harper of the Reference Department presented a mending workshop.

- The Fifth Annual Staff Development Day was held on September 29 at the John XXIII Pastoral Center. The day was divided into four segments and 19 different sessions were offered for the staff to choose from.

Automation Highlights

- The Automation Department began to use the Phone Tree Plus software to notify users of overdue materials. This software allows the library to download a group of overdue patron information and then automatically dials the patron and leaves a message. The goal of utilizing this software is to stabilize the mounting cost of postage for overdues notification.

- The Automation Department worked with a consultant to develop specifications and evaluate the bids to upgrade the Library's data communications network.

- Computer network support equipment was relocated within the Elk Valley and St. Albans branches to improve access for repairs and to provide a cleaner more secure environment for the equipment.

- Karen Arnett, Automation Manager, offered a workshop to staff members on accessing the West Virginia network including the link to the INTERNET. She also highlighted indexes the Library Commission maintains; the newspaper index to the Gazette and Daily Mail and the Family Matters Information and Referral index.

Public Relations and Programming Highlights

- Fine Free Weeks occurred during Children's Book Week and National Library Week. Postcards were sent to patrons who had overdue items to inform them of these opportunities to clear their records. Approximately 5,000 overdue items were returned during each of these two weeks.

- The Library system received approximately 9,500 food items during its annual Food for Thought, Food for Fines campaign in December. 4,690 fines totaling $22,536 were forgiven and the food was distributed to local pantries and shelters in the communities.

- For the second year the theme for National Library Week was "Libraries Change Lives." Patrons submitted their personal stories about how libraries have affected their lives. Additionally, the Library offered prizes to those who submitted photos and stories depicting how people use library materials.

- All locations offered a series of pre-school storytimes during fall and spring. Some locations had more than one session each week to handle the demand and to accommodate working parents.

- Federal and State tax forms were displayed for patrons who rely on the Library system for these forms, particularly the specialized forms. Also in February and March tax help was available at most library locations from VITA volunteers to those who met the income requirements and to senior citizens from AARP volunteers.

- Several programs were held around the system in relation to Black History month. In February Dr. Ancilla Bickley presented a program on the underground railroad at the Dunbar Branch and the Charleston Library. Also in February Bob Thompson shared his musical talent and knowledge with audience at the St. Albans Library and a program on black gospel music was held at St. Albans. In addition each location had displays on the black history theme.

- Over 1,700 entries were received in this year's "Write for Fright" contest. An outside panel of judges selected the 13 winners, who were introduced at the Library's annual Imagination Celebration held at the Cultural Center Theatre on October 23. Approximately 350 adults and children attended this event. Peanut Butter & Jelly, a storytelling troupe from Ohio, was the featured entertainment.

- The Library system had a booth at the Chamber of Commerce's Cavalcade of Trade with Pepsi Cola East as the sponsor. The theme for the Library's display was "Your Second Business Card" and a number of staff members helped to staff the booth for the three day event.

Public Relations and Programming Highlights (continued)

- The Reference Department compiled or updated 26 bibliographies. Ten of these were done to respond to requests from groups in the community.

- A teacher's newsletter about upcoming library programs and about services available to teachers was distributed in September to each teacher in public and private schools in Kanawha County.

- Each location had displays in September celebrating Banned Books Week. WCHS-TV, aired a story on this topic and interviewed various KCPL staff members.

- The 1993 Children's Summer Reading program was entitled "Summer Space Odyssey". A total of 2,966 children registered the program as compared to 2,896 last year, and 1,548 children completed the program. Those enrolled in the program read 80,965 books in eight weeks. This is an increase of 7,890 books from last year's total of 73,075 books read.

- The 1993 Young Adult Summer Reading program showed a substantial increase in participation over the previous summer. A total of 306 teens enrolled in the program. 143 teens completed the program and a total of 1438 books were read, a 61 percent increase.

- A group of teens from the Elk Valley Branch produced a three minute video to promote the 1994 Young Adult Summer Reading Program to students in schools.

- The Annual Regatta Book Sale was held in late August. This was the second year the sale was held at the Charleston Civic Center. The 1993 Book Sale was the most successful yet held with gross receipts of $13,700. Volunteers, including Job Corps students, Charleston Catholic High School students, and members of the Charleston Greenbrier Lions Club assisted in the Book Sale.

- KCPL sponsored a volunteer fair for teenagers at the Dunbar Branch Library in May. Representatives from CAMC, WV Rehabilitation, Sunrise, and Read Aloud set up tables at the fair to meet with teens interested in volunteering. Approximately 65 teens attended. This event was organized by the Young Adult Summer Reading Program Committee.

- The 1994 Young Adult Summer Reading Program Committee planned and initiated the Library's VolunTEEN program. More than 180 teens volunteered systemwide. Each location held a two hour training session before the teens started to work.

- Patty Bergeron, Children's Branch Programmer, presented a number of programs during the year at the branch libraries. Some examples are: "Chemistry for Kids", "The Lady's First", "Share the Adventure" and "And Then There Was One".

Public Relations and Programming Highlights (continued)

- Several branch locations held a very successful and unique program in April in conjunction with Dynamark Security Systems and law enforcement officials. The program was designed for parents and their children concerning safety and child abduction. Photographs and fingerprints were taken of each child and information was given to parents. Approximately 165 parents and children attended the programs at Clendenin, Glasgow, Marmet and St. Albans.

- The staff increased the Library's outreach efforts by participating in more community events. A number of staff members were involved in staffing the Library's exhibit for Education on Parade at the Town Center in April. This event gave us an opportunity to highlight the forthcoming Summer Reading programs for children and teens. The bookmobile participated in the Festival of Friends at Coonskin Park in April. The Library also participated in the CAMC Baby Shower program. Library staff held a paperback book sale and presented children's activities during the West Virginia Weekend in June. Quilts were on display in June at the Charleston Library to celebrate the National Quilting Conference held at the Charleston Civic Center. Staff monitored a display table about the library in the exhibit area at the Civic Center during the teacher's in-service training day in August.

- In conjunction with Read Aloud's emphasis on West Virginia authors during March, the Charleston Library hosted a reading and book signing by WV children's author Marc Harshman. This was a very successful program with approximately 65 children and parents in attendance.

- In honor of Women's History Month in March there were three very successful Chautauqua performances of Eleanor Roosevelt by Ann Saville at the Elk Valley, St. Albans and Charleston libraries. In addition most locations had displays related to the topic of women's history.

- The West Virginia author, Pinckney Benedict, appeared at the Charleston Library in January. He did a reading from his new book Dogs of God and answered questions from a very large audience.

- In November the Adopt-a-Book program was inaugurated. A brochure was developed to encourage individuals and groups to donate a book(s) in honor of a person/group or in memory of someone.

- The Library again hosted three performances of the group Poetry Alive at Charleston, Dunbar and Sissonville in August. These programs were attended by over 400 children and adults.

Public Relations and Programming Highlights (continued)

- Included in the programs the Library offered in addition to those previously highlighted were the following: a program at Clendenin presented by the Almost Heaven Hammered Dulcimer Society; a workshop at Sissonville on making photo album covers; a program on the history of the Chesapeake & Ohio Railroad held at St. Albans; a program and display at Elk Valley on wood carving; DNR courses on hunting at Dunbar and St. Albans; "Quarks, Quasars & Quarter Notes: Sounds of Space at Dunbar; a history of the Cross Lanes area at Cross Lanes and a program on nutrition at Glasgow. At the Charleston Library some of the topics of programs held were: travel tips, low fat cooking, mystery writers, history of quilting and what's new in children's books.

- Workshops were held at the Clendenin and St. Albans branches to assist the public in improving their skills in using the on-line catalog.

- Library Update, KCPL's cable TV show, was aired 12 times during the year with a variety of community groups and KCPL staff participating in the interviews.

Physical Plant and Equipment Highlights

- A new station wagon was purchased to facilitate the activities of the Children's Branch Programmer and the Homebound service.
- Due to the unusually harsh winter weather, KCPL was closed for all or part of several days in January and February to allow the snow to be removed from the parking areas and sidewalks of various locations.
- Part of the storage area on the 4th floor of the Charleston Library was remodeled to serve as the new location for the Audiovisual Department.
- A storm sewer line was installed at the Clendenin Branch Library.
- An electronic counter was installed at the Elk Valley Branch Library to improve our ability to know the number of users.
- The exterior of the Clendenin Branch Library was painted.
- The soffit in the overhang at the St. Albans Library was replaced.
- Extensive renovations were made to the HVAC system at the St. Albans Library.
- The former audiovisual department quarters were remodeled for work space for the Reference Department staff.
- The air conditioning system was replaced at the Charleston Library in order to meet EPA standards.
- Storage areas were reorganized at the St. Albans Library.
- A database was developed to list all office, library and housekeeping supply items kept in stock. A catalog of these items was printed and distributed to each unit.
- A video inspection and cleaning machine was purchased for the Audiovisual Department to better maintain the system's video collection.

Grants, Citations and Special Recognition

- The Library received grants from the Jacobson and Herscher Foundations, to help fund the Development Office.

- A grant of $950 from the Greater Kanawha Valley Foundation helped with the expenses for the storytellers and theatre for Imagination Celebration. A donation was also received from McDonough Caperton Insurance which helped with the expense of this program.

- The Library received several gifts. In addition to individuals giving funds for memorial books, the Quota Club of Charleston donated a series of four videocassettes "A Basic Course in American Sign Language", and C&P Telephone Pioneers, donated $200 each to Charleston, Clendenin, Cross Lanes, Dunbar, Elk Valley, and Marmet for the purchase of library materials or to be applied to summer reading programs.

- The Alpha Omicron Omega Chapter, of the Alpha Kappa Alpha Sorority from Dunbar donated nine copies each of two African-American Women Heritage Series titles Physicians and Judges.

- A bequest of $46,159.50 was received from the estate of Dr. Harry Straley.

- West Virginia Humanities Council provided funding for one of the library's three Chautauqua performances portraying Eleanor Roosevelt during Women's History Month.

- Capital Cablevision provided financial support for printing and publicity materials for the Food for Thought, Food for Fines program.

- Many businesses contributed to the Summer Reading Program by supplying the library with prizes. Major contributors included:
  - One Valley Bank
  - Cambridge Career Products
  - C & P Telephone Company
  - Eastern American Energy Corporation
  - Gina Busch, M.D.

Planning

- The position of Director of Development was established.
- The Long Range Planning Committee was expanded to include representatives from the local Branch Library Advisory Boards.
- Discussions were begun with the Kanawha County Schools regarding property for larger branch libraries in Cross Lanes and Sissonville.

Patron Comments

"I have been able to read since around the age of three and have loved reading all my life. Libraries have a valuable function for all readers, especially the children of today, the children of tomorrow and grown-up kids like myself."

Randall Babb

"I started back to school after 10 years of being out. I am now a Junior in College. The library has been a big part in helping me continue my education."

Nancy Fakhreddin

"The Public Library, where I can get all my favorite authors to read and enjoy. I've always read some, but now that I'm retired I find I have more time to read. It is now my favorite past time - especially the Bookmobile where I can walk up the street to all those books and even get requests of my favorite new books without needing to spend money."

Virginia Reed

My daughter and I keep our cards full from books we check out to read. We can go places and see things in our mind from these books."

Barbara L. Smith

It was in about second grade when we started walking to the library and I started checking out books and I started reading. I found out it was fun and entertaining and I've been reading about two books a week since then."

Trish Withrow

"The Bookmobile coming every two weeks gives one a connection with the whole world through music, literature, instruction, mystery, and amusement."

Greta Williams

The regular portion of the meeting resumed. Mr. Ray asked for the report of the Nominating Committee.

Ms. Glasser, Chair, reported that the Nominating Committee recommended the following slate of officers for 1993/94:

Mr. John L. Ray	- President
Mrs. Virginia Rugeley	- First Vice President
Ms. Nelle Chilton	- Second Vice President
Ms. Linda G. Wright	- Secretary/Treasurer
Dr. Fred D. Ranson	- Asst. Secretary/Treasurer

There being no nominations from the floor, upon motion of Dr. Wallace, seconded by Mr. Walters, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

There being no further business, the meeting adjourned.

John L. Ray
President

Linda G. Wright
Secretary